

**Directives to the authors**

**(Modern Linguistics and Literature)**

**BIBLIOGRAPHICAL REFERENCES OF WORKS MENTIONED**

\* Bibliographical references must include the following information in the order specified for each situation :

**- articles in periodicals :**

KER (Sue J.) and CHANG (Jason S.) : 1997, "A Class-based Approach to Word Alignment", *Computational Linguistics*, 23, 2, pp. 313-343.

**- articles in *Proceedings* or *Festschriften* :**

GIACHIN (Egidio) and MCGLASHAN (Scott) : 1997, "Spoken Language Dialogue Systems", in YOUNG (Steve) and BLOOTHOOFT (Gerrit), eds. *Corpus-Based Methods in Language and Speech Processing (Dordrecht-... : Kluwer Academic Publishers, "Text, Speech and Language Technology, 2")*, pp. 69-117.

KRAMER (Johannes), "Einige Bemerkungen zum Französischen in Luxemburg" : 1992, in DAHMEN (Wolfgang) et al., Hrsg. *Germanisch und Romanisch in Belgien und Luxemburg (Tübingen : Narr, "Tübinger Beiträge zur Linguistik, 363")*, pp. 203-223.

**- books :**

BIBER (Douglas) : 1988, *Variation across Speech and Writing (Cambridge-... : Cambridge University Press)*.

COLIN (Jean-Paul), MÉVEL (Jean-Pierre) et coll. : 1994, *Dictionnaire de l'argot*, 2e éd. (Paris : Larousse, "Trésors du Français").

\* German conventions will be used for a reference in German (e.g., "Hrsg." or "u."), English conventions for a reference in English (e.g., "ed." or "and"), French conventions for a reference in French (e.g., "éd." or "et"), Dutch conventions for a reference in Dutch (e.g., "red." or "en"), and so forth.

\* The difference between et al. and et coll. must be retained.

\* Even when they are as common as TraLiLi or "CFMA", abbreviations will be avoided when referring to periodicals or collections.

\* All works mentioned in the article must be referenced, and conversely all referenced works must indeed have been used in the article!

## **BORDERS**

\* Borders should be avoided except where absolutely necessary.

## **BULLETS** (see also **NUMBERING** and **PARAGRAPH INDENTATION**)

\* Bulleting should be avoided (except where absolutely necessary).

\* Bullets must not be preformatted, they must be typed in individually.

## **CHARTS AND DIAGRAMS**

\* Oblique lines will be avoided except when a line stands for one of the sides of a regular geometrical figure such as a pentagon or a hexagon.

## **CAPITALS**

\* Capitals must be typed in with the SHIFT or SHIFT LOCK keys. Never use SMALL CAPS or preformatted CAPS.

\* Diacritical signs must be used not only with low case letters but also with capitals (e.g., ÇÀ ET LÀ).

## **COLOURS** (see also **ILLUSTRATIONS** and **MAPS**)

\* No colour other than black and white can be used.

## **FONTS**

\* Bulgarian, Greek, Hebrew, etc. words must not be transliterated but written in the appropriate fonts (if they use a relatively rare font, contributors should send a copy of it to the editor of *RBPH*).

\* Phonetic transcriptions must always occur between square brackets and use an API /IPA font such as APINewWord or IPATimes.

## **FONT STYLES**

\* Bold must only be used for titles of sections and subsections, or when absolutely necessary.

\* Underlining will be avoided altogether (except if absolutely necessary).

## **FOOTNOTES** (see also **REFERENCE MARKS**)

\* Footnotes will be numbered from the beginning to the end of the article (no new numbering with each page).

\* The footnote number should occur between two brackets.

\* The opening bracket should be tabulated, as also the text of the note after the closing bracket.

## **GEOGRAPHICAL MAPS** (see also **COLOURS** and **ILLUSTRATIONS**)

\* You should include as few maps as possible.

\* Maps can only be black ink drawings or engravings.

## **ILLUSTRATIONS (see also COLOURS and MAPS)**

- \* Keep the number of illustrations to a minimum.
- \* Illustrations can only be black ink drawings or engravings.

## **LENGTH**

- \* Except in case of preliminary agreement, an article will not be under 6 pages or over 24 pages (A4 sheets; 2.5 margins; spacing set at 15; Times New Roman font, size 12).

## **PARAGRAPH INDENTATIONS (see also BULLETS and NUMBERING)**

- \* Paragraph indentations should not be preformatted: they must be individually typed in, using the TAB key (when the "show hidden text" option is activated you can see an arrow on the screen).

## **PUNCTUATION**

- \* In French a comma is compulsory before "car" and "mais".
- \* Similarly a comma is prohibited after "or" (except when the grammatical subject does not immediately follow).
- \* A comma is required before and after "en effet" as well as before and after "par exemple".

## **QUOTATIONS (see also REFERENCES)**

- \* If the article is written in French *guillemets français* " " will be used to bracket a quotation, *guillemets anglais* "" for a quotation within a quotation, and *guillemets américains* "" for a quotation within a quotation within a quotation.
- \* If the article is written in English double quotation marks "" will be used to set off quoted words, single quotation marks ' ' for a quotation within a quotation (when necessary, double quotation marks again for a quotation within a quotation within a quotation, but this should be avoided).
- \* A longish quotation ought to be indented. Do not use quotation marks for an indented quotation.

## **REFERENCES (see also QUOTATIONS)**

- \* Here are a number of correct ways to introduce direct or indirect quotations: "on lit chez Biber (1988, p. 5)", "(voir Giachin and McGlashan : 1997, pp. 109-110)", "(cf. Sinclair and Coulthard : 1975, and Edmondson : 1981)", "I am following Giddens in seeing structure as a virtual order, and Miller (1994) in seeing genre as a second virtual order".

\* Such references should not be given in a footnote but should be included in the text.

\* *Ibidem* can be used but not *loc.cit.* (which should not be confused with *ibidem*) or *op.cit.*

### **REFERENCE MARKS (see also FOOTNOTES)**

\* The numbers referencing your footnotes should stand between brackets.

\* A hard space (CTR + ALT + SPACE) must come before the opening bracket.

\* When the reference occurs together with a punctuation mark, the latter must come second. Incorrect. (1) Correct (1).

### **SECTIONS AND SUBSECTIONS**

\* Any section or subsection must be numbered according to the pattern **1., 1.1., 1.1.1.,** etc. **2., 2.1., 2.1.1.,** etc., and must be given a title in bold.

\* A "number" must be included between **0.** and **9.9.9.;** it cannot involve more than three figures (**3.14.16.**, for instance, is impossible).

\* A "number" must not be preformatted, it will be typed in.

### **SENDING THE MANUSCRIPT**

\* Please send both a hard copy and an electronic version of your article (the electronic version should be a *.rtf* file either copied onto a floppy disk or a CD-ROM, or better still, attached to an email message).

\* The *RBP*H will never use suspicious data (for instance a file with macros), it will delete them without any further ado.

\* The reception of a manuscript will be acknowledged by fax or email within the following ten days.

### **SHADING**

\* No shading except "clear" or "black" can be used.

### **SPELLING (see also CAPITALS)**

\* In French the only correct abbreviation for "première" is "1<sup>re</sup>" and the only correct abbreviation for "deuxième" is "2<sup>e</sup>".

\* Contributors writing in French are free to use either the "traditional" spelling or the "new" spelling that follows the December 1990 recommendation. However, they ought to be consistent.

### **STYLISTICS**

\* Redundancies such as "car, en effet" or "for indeed", "comme, par exemple" or "such as for instance", "mais, toutefois" or "yet however" are to be avoided.

### *Abstract*

- Please write an abstract (of about ten lines) of your article, both in English, in French and in Dutch. The title of your contribution also has to be translated. Mention a few key-words.