

NOTES TO CONTRIBUTORS

All manuscripts for publication, books for review, and correspondence on editorial matters should be sent to the Editor or Assistant editor.

EDITORIAL PROCEDURE. When manuscripts are received, they will be acknowledged. Before a decision on publication is made, articles will be submitted to a referee for evaluation. This process takes some time. Every effort will be made to give authors a decision regarding publication as soon as possible.

MANUSCRIPTS should be submitted in duplicate, with double spacing, on one side of the paper only, in Times New Roman font point 12 for the main text, line width 14.5 cm. Preferably at the time of submission, and no later than at the revision stage, an electronic file should be sent, either by diskette or e-mail attachment, in **ASCII** or **Microsoft Word for Windows** format (*.DOC or *.RTF). **PDF** files are helpful, but only in addition to Word files. **Any special font file(s)** used should be sent. It makes our editing task much easier and more efficient, and your article is likely to be published sooner. At the revision stage contributors will be asked to follow a particular page set-up, which resembles the final printed output, to help shorten the final typesetting process.

AUTHORS should give their names, separate from the article, in the form in which they wish them to appear under the title of the article and in the references. The author's institution should also be given, as well as their full mailing address and any available e-mail address.

ABSTRACTS not exceeding 150 words should accompany each article in both English and French.

LINGUISTIC DATA from vernacular languages should be in **bold type** throughout. When occurring in the text they should be followed by the gloss in single quotation marks. In numbered examples the glosses and free translations should not have any quotation marks. Great care should be used to make them clear and consistent, with interlinear glosses properly aligned.

A **SINGLE CONSECUTIVE NUMBERING SYSTEM** should be used for linguistic examples, rules, figures, and tables. Except in the case of very short examples, it is recommended that examples and figures not break up sentences.

Complicated **TABLES, DIAGRAMS, FIGURES, and MAPS** should be presented by the author in neat copy, computer-printed or clearly drawn. When producing tables, diagrams etc in the first draft, the author should especially bear in mind that these will have to be reduced in size and width in the final version.

NUMBERING should start with 0 for the Introduction, proceed to 1, 2, etc. for main sections, 1.1, 1.2, etc. for sections, and 1.1.1, 1.1.2, etc. for subsections. It is recommended that numbering of subsections should not go beyond three figures. Please note from this issue which headings are centred, and which start at the left margin, and which are in bold type.

FOOTNOTES should be numbered consecutively. If the footnote text cannot appear on the same page as the reference, they can appear separately following the main text.

REFERENCES should be noted in the text, using the author, date and page system, e.g., (Green 1955a:8-9). A full alphabetical list of references used in the text should appear at the end of the article. The list of references should only contain works that are referred to in the body of the text. Please be sure to include and check page references. The editor cannot be held responsible for the accuracy of references. The particular format in this issue should be noted and followed as closely as possible.

