

BELL Belgian Journal of English Language and Literatures

Style Sheet

1 Form of manuscript

An electronic version of the manuscript should be sent to the Managing Editor (see website).

Manuscripts should be sent to the Managing Editor (see website). They must be double-spaced, printed on one side only of A4 paper with a 2.5 cm margin all round, and should be numbered beginning with the title page.

The title page should contain only:

- (1) the title of the paper
- (2) the name(s) and affiliation(s) of the author(s)

Notes:

As affiliation here, please provide only the official name (in the original language, if not English) of your university or institution.

In the case of multiple authors, indicate the author to whom correspondence and proofs should be sent.

- (3) a proposal for a short title not exceeding 65 characters, including spaces, to be used as running head
- (4) the address(es) of the author(s)

Notes:

Include here, if applicable, the full affiliation (including departments, centres, etc.).

Include e-mail address, telephone, and fax number, in this order.

Example:

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The second page should comprise an abstract not exceeding 200 words.

Papers should not normally exceed 7,000 words in length; only in exceptional circumstances can significantly longer papers be considered.

It is the author's responsibility to ensure that the final version of their paper fully conforms to this style guide. Papers that do not conform will be returned to the authors for revision before further processing.

2 The text

2.1 General structure

The text should be divided into numbered sections and, if necessary, subsections, but no more than three levels of subheading should be used. The first section of the text should be section 1, not 0. Section numbers should not have full stops after them (so not 2.1. but 2.1).

Examples:

1 Introduction
4.3.2 Special uses of *possibly*

With the exception of first paragraphs of sections or subsections, new paragraphs are to be indented, also if they follow example sentences. It is only if a conceptually single paragraph is continued after an example that no indentation is required.

2.2 Formatting

Use italics for foreign words (especially *et al.*) and for cited words; use bold face for emphasis.

Examples:

As Quirk *et al.* (1985) have noted,... In the Reference list, names of all authors should be given.

One possible Dutch equivalent for *deadline* would be *tijdslimiet*.

In this section I will deal with *the fact that*-constructions, advocating a radically **interpersonal** approach.

Note:

For common Latin abbreviations such as ‘cf.’, ‘viz.’, and ‘i.e.’, italicisation is not required.

2.3 Quotations

Short quoted sections in the running text should be enclosed in double quotation marks. Use single quotes for special forms, for quotations within quotations, and for glosses and paraphrases of (foreign) words.

Examples:

What exactly is the role of the addressee or indeed ‘narratee’ of a narrative?

The inner self is the hidden private self that resides in the *kokoro* ‘heart, mind, emotion, spirit’, while the boundless self is the “empty self, non-self, non-thinking, mindless, or nothingness” (Lebra 1992: 115). (Maynard 2001: 8)

Quoted passages of longer than 40 words should be indented without quotation marks.

Use square brackets to indicate original terms in translations (e.g. ...language [*langue*]...), personal additions (e.g. ... it [i.e. the Rheme] is...) and ellipses ([...]).

If possible within your software, use so-called ‘typographic’ or ‘smart’ quotation signs.

2.4 Examples

Example sentences are numbered consecutively throughout the article, and the numbers are placed in brackets. They can be indented using tabs, with an additional tab going from the number to the actual sentence. (If this is cumbersome, simply indent example sentences.) Please do not put ordinary example sentences in italics; however, if attention needs to be drawn to a particular part of an example sentence (viz. the word or construction under discussion), do use italics for that part.

Examples:

(1) Well, I was thinking of inviting Alice, Mark, Allan, and *possibly* Judy.

In the case of morpheme glossing and morpheme translation, use tabs (not spaces) to align morphemes vertically. In the case of morpheme translations, use italics for the source language, roman type for the target language, and, if applicable, put single quotes around sentence paraphrases in the target language.

Examples:

(2) I ‘ll tell him the truth.

S Fin Pred Comp Comp

(3) *Anata mo seito ja-nai.*

you also student BE-NEG

‘You are no longer a student either.’ (Maynard 2001: 13)

If in examples with morpheme translation (as (3) above) attention needs to be drawn to a particular part, bold type can be used.

2.5 Notes

The use of notes should be kept to a strict minimum. Essential notes should be numbered consecutively and indicated in superscript in the text. Please do not use the automatic footnote insertion procedure in your software, but insert and superscript the numbers manually and list the notes at the end, preceding the References section. Endnote numbers are preferably inserted after punctuation marks such as commas and full stops. In the Notes section, separate the number (followed by a stop) from the text of the note by a tab.

Example (body text):

The clause construing the actual ground will be referred to as the ‘reporting’ clause, the one construing the surrogate ground as the ‘reported’ clause.²

Example (notes section):

2. Note, however, that Halliday (1994: 250f) makes an explicit distinction between quotes (paratactic projection) and reports (hypotactic projection), the former corresponding prototypically to direct speech representations, and the latter to indirect thought representations.

For a general note of acknowledgement to people and subsidizing institutions, an asterisk is added after the title or subtitle of the article: please do not include such information in a numbered endnote. In the Notes section, this acknowledgement is placed at the head of the notes.

Example (in the title):

Tense and tensability*

Example (notes section):

* The research reported on in this article was funded by the National Science Fund (grant number B0735). An earlier version was presented at the Fifth Chronos Colloquium (University of Groningen, 19-21 June 2002). I would like to thank my audience there, and especially my colleague John Swarts, for their stimulating feedback.

3 References

3.1 References in the text

All references should be cited at the appropriate point in the body text (not in endnotes) in the format exemplified in the examples below. Note that in the case of quotations and thus indications of page numbers, a space is required between the colon and the page number.

Examples:

One fundamental way of understanding the grammar is to look at it ontogenetically (e.g. Halliday 1975, 1984a; Painter 1984).

Mathesius (1975: 103) pointed out the thematic contribution made by clauses of perception a long time ago: “the thematic function of the subject [...]”

Do not use the abbreviations *op. cit.* or *oc.* , or *ibid.* Restrict the use of ‘f’ and ‘ff’ to a minimum. If you use these, append them directly to the page number without spacing, and do not use a full stop after the ‘f’ or ‘ff’. When referring to text in a foot- or endnote, add a space after the page number, and then add the letter ‘n’ with the note number appended directly to the note number without spacing.

Example:

Silverstein (1979: 35f) interprets these patterns as follows: [...]

With reference to echo questions, Banfield comments that “the spoken language shows a similar convention for ‘echoing’ heard speech in statements, although it does not concomitantly question all or a portion of the echoed utterance” (1982: 298-299 n10).

3.2 Reference list

All works cited in the text, and only those, should be listed alphabetically at the end of the manuscript. Please adhere strictly to the following guidelines:

- For the ordering of the different components making up a reference, please refer to the examples below.
- Authors’ first names are reduced to their initials, and in the case of multiple authors, only the first author of the publication proper is cited with his or her surname first. (Consequently, in the case of articles from books, none of the possibly multiple authors of the book from which the article is taken will be cited with their surname first, but all will have their initial(s) first.)
- In the case of multiple authors, use “and” (not “&”) in front of the last name in the series (e.g. Benson, J., M. Cummings and W. Greaves).
- In all titles (whether of books or of articles), only the first word, the first word of the subtitle (if any), and proper names (if any) should be capitalized. Title and subtitle are separated by a colon, not a full stop. If a volume number is part of the title, it is given in arabic numerals, regardless of numeral type in the original.

- Titles of books are italicized whereas article titles should remain in roman type.
- Series titles follow the book title in brackets, e.g. (Advances in discourse processes, 20.) Note the full stop within the brackets. Volume numbers are given in arabic numerals, regardless of numeral type in the original.
- Additional essential information pertaining to a book title, such as the edition number, editors (in the case of edited papers of ‘classic’ authors), and indications of the number of volumes a book consists of (as in the case of multi-volume grammars) follow the title in roman type and not in brackets, and are themselves (separately) followed by a full stop. Add series title between brackets. “Edited by” is always abbreviated to “ed. by” and “volumes” to “vols.”, and “st”, “nd” and “rd” following edition numbers are not superscripted. (e.g. Jespersen, O. (1961-1965) *A modern English grammar on historical principles*. Ed. by N. Haislund. 8 vols. London: Allen and Unwin.) Numbers of volumes are given in arabic numerals.
- Give publishers’ names in as brief a form as possible, e.g. “Blackwell”, not “Basil Blackwell”. If a book has more than one place of publication, give only the first one, e.g. “Amsterdam: Benjamins”, not “Amsterdam and Philadelphia: Benjamins”.
- Please be sure to provide page numbers of articles in both books and journals, as well as the volume and (if applicable) issue numbers in the case of journal articles.
- In citing page numbers, do not abbreviate a terminal page number beginning with the same number (so use e.g. 231-249 and not 231-49).
- For unpublished material, follow the above instructions as far as possible. Unpublished doctoral theses can be treated as book titles; shorter unpublished materials as articles. Note the standard formula “Unpublished PhD thesis” for the former.
- For online publications and other electronic resources, again follow the above instructions as far as possible. Materials accessed online should receive an access date at the end of the reference in roman type, in brackets, and followed by a full stop (e.g. Accessed 11 April 2002.). Please refer to the list of examples below for full examples.

Examples:

Monographs:

- Brown, K. and J. Miller (1992 [1991]) *Syntax: A linguistic introduction to sentence structure*. 2nd ed. London: Routledge.
- Jespersen, O. (1961-1965) *A modern English grammar on historical principles*. Ed. by N. Haislund. 8 vols. London: Allen and Unwin.
- Langacker, R. W. (1991) *Foundations of cognitive grammar: Vol. 2: Descriptive application*. Stanford: Stanford University Press.
- Volosinov, V.N. (1973 [1930]) *Marxism and the philosophy of language*. Translated by L. Matejka and I. Titunik. New York: Seminar Press.
- Whorf, B.L. (1956) *Language, thought and reality: Selected writings of Benjamin Lee Whorf*. Ed. by J.B. Carroll. Cambridge (MA): MIT Press.

Edited books:

- Conte, M.-E., A. Giacalone Ramat and P. Ramat (eds.) (1978) *Wortstellung und Bedeutung*. Akten des 12. Linguistischen Kolloquiums, Pavia 1977. Band 1. Tübingen: Niemeyer.
- Coulmas, F. (ed.) (1986) *Direct and indirect speech*. Berlin: Mouton de Gruyter.

Volumes in series:

- Chafe, W.L. and J. Nichols (eds.) (1986) *Evidentiality: The linguistic coding of epistemology*. (Advances in discourse processes, 20.) Norwood: Ablex.

Articles in books:

- Butler, S. (1996) On the concept of an interpersonal metafunction in English. In M. Berry, C. Butler, R. Fawcett, and G. Huang (eds.) *Meaning and form: Systemic functional interpretations*. (Meaning and choice in language: Studies for Michael Halliday, 3. Advances in discourse processes, 57. Current issues in linguistic theory, 121.) Norwood: Ablex. 151-181.

Articles in journals:

- Davidse, K. Review of I. Depraetere (1995) *The tense system in English relative clauses: A corpus-based analysis* (Berlin: Mouton de Gruyter). *Functions of Language* 5.2: 253-257.
- Fabb, N. (2004) Form as Fiction. *Belgian Journal of English Language and Literatures* New Series 2: 63-73

Unpublished material:

- Davidse, K. (1992) The mental/verbal domain: prototypes and cryptotypes. Paper presented at the 19th International Systemic-Functional Congress, Sydney, 13-18 July 1992.

- Gronagh, L. (2002) *Transcendence and Immanence in the German neo-scholastic tradition*. Unpublished PhD dissertation. Tübingen: Department of Linguistics, University of Tübingen.
- Hobbs, J.R. (1985) On the coherence and structure of discourse. Report CSLI-85-37, Center for the Study of Language and Information.
- McGregor, W.B. (1995) Nominal and verbal uses of the instrumental postposition in Nyulnyulan languages. Unpublished manuscript.

Electronic resources:

- Everett, D.L. (1991) Apology. *LINGUIST List* 2.90 (Sat. 23 March 1991). (Accessed 11 April 2002)
- Oxford English dictionary (second edition) on CD-ROM*. Version 3.0. Oxford: Oxford University Press.
- Council for Higher Education Accreditation, *Multi-lateral agreements that address international quality assurance*. <<http://www.chea.org/international/multi-lateral.html>> (Accessed 01 April 2003)

4 Figures and tables

Figures and tables should be submitted on separate sheets placed at the end of the manuscript. Figures should be camera-ready. They should be kept as simple as possible, and should not use colours as these cannot be reproduced. If possible, electronic submission of figures in addition to hard copy submission is very welcome.

Figures and tables should be numbered separately (i.e. Figure 1, 2, 3, and Table 1, 2, 3) and should be accompanied by appropriate captions. Captions are not followed by a full stop.

Both figures and tables should be freely movable in the text and should always be referred to by number (e.g. “as indicated in Figure 2”), and not by expressions such as “the following table” or “the figure below”.

In the submitted text, a note should indicate the approximate position of each figure and table, accompanied by the caption.

Example:

[INSERT FIGURE 1 ABOUT HERE]

Figure 1. Three different functions and corresponding aspects of selves and thou

5 Reviews and review articles

Authors of reviews and review articles should place the reference to the book under review at the top of their text. This reference should provide more information than an ordinary bibliographic reference: in addition to the usual data, the total number of pages (if applicable subdivided into the roman and arabic page numbers) and the ISBN number should also be provided. Numbers of pages are added after the ‘standard’ reference and are followed by a full stop. Give the format (Hardcover / Paper) and price, if known. The ISBN number is appended at the very end.

Notes:

In this type of reference, the author’s(s’) name(s) is(are) given in full and in non-inverted order.

In this type of reference, the year of publication directly follows the publisher’s name instead of being put in brackets after the author’s name.

Example:

Ronna C. Johnson and Nancy M. Grace (eds). *Girls Who Wore Black. Women Writing the Beat Generation*. New Brunswick (NJ): Rutgers University Press, 2002. xvi + 295 pages. Paper \$22.00. ISBN 0-8135-3065-2