

*Style Sheet*

*Dictionaries* encourages submission of manuscripts for articles on all aspects of lexicography, as well as from areas of linguistic inquiry that relate to lexicography. It also encourages submissions from the study of reference works in general as they bear on lexicography. Within reason, length of manuscripts for regular articles is not an issue, but for articles that are anticipated to be unusually long authors should consult with the Editor. The Editor is open to proposals to dedicate a section of the journal to a set of papers on a particular theme. Manuscripts for the journal's regular special section, REFERENCE WORKS IN PROGRESS, are by invitation only, but inquiries about and suggestions for this section are encouraged, as are inquiries about special issues of the journal itself.

Manuscripts **for review** are accepted by *electronic submission only*, must be in MS Word or (particularly when the article contains non-Roman characters) Adobe PDF (or preferably both). All submissions for review *must include an abstract*. They should be sent to the Editor at <Finegan@USC.edu>.

Book reviews are overseen by the Book Review Editor, Wendalyn Nichols, and are by invitation only. Suggestions for books to review are welcomed and can be sent to the Book Review Editor at <wendalyn.nichols@gmail.com>.

Because manuscripts will be distributed to referees electronically for anonymous review, indications of authorship should be removed not only from the text but also from other identity-tracking features, such as Properties and Track Changes, which store markers of authorship. Papers will be reviewed and assigned one of three categories: accepted with revision (minor or major), revise and resubmit (a request for a complete rewrite of an otherwise promising paper), reject. Accepted manuscripts, after final revisions, must be submitted only in MS Word.

Manuscripts should adhere to the following specifications:

**Cover sheet:** title of the article and author's name with affiliation, snailmail and e-mail addresses, and telephone number.

**Type:** Times New Roman 12 pt. throughout—text, footnotes, and references.

**Spacing:** double-line spacing throughout, including footnotes, lists, blocked quotes, and references; paragraphs should begin with one indent and start directly beneath the preceding text, separated only by regular, double-line spacing.

**Alignment:** all text aligned only at left margin (i.e., not right-justified).

**Headings:** title of the article should be centered, with author's name, both in bold; affiliation and contact information below, no bold; title, author, affiliation, and contact should be in title case (i.e., all major words with initial capital); first-level headings should be flush left, also in bold title case, with no numbering; text should start beneath without indenting the first paragraph; second-level headings are permitted, flush-left in bold with sentence case (i.e., with only the first word capitalized), ending in a period, and starting the paragraph, with text immediately following; the heading for references should be centered in bold at the end of the text. These are illustrated below:

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**Title of Article**

**Name of Author**

Affiliation

Contact Information

**First Level Heading**

Text goes directly beneath, first paragraph not indented ...

**Second level heading.** Text starts here ...

**References**

Use the following formats (given in nonce entries) for bibliographic entries:

Article in journal:

Smith, Robert, James Knight, and Mary Martin. 2013. The newest word: A historical study. *Lexical Studies* 23: 1-19.

Book:

Andrews, Ellen. 2009. *The Work of the Dictionary*. NY: Lexo Press.

Edited collection:

Vincent, Charlotte P., ed. 2044. *Words and Sounds: A Festschrift for A. A. Mitchell*. Cambridge, MA: University of the Northeast Press.

Article or chapter in collection:

Mervin, William, and Jane Johnson. 2005. A matter of minutes. In *The Dictionary as Wikipedia*, Vol. 1, edited by Martin Mulhern, 225-31. Philadelphia: Colonial Press.

Dictionary:

*Vanguard Dictionary of Vehicle Terms*. 2003. 11th edition. Francis Moto et al. Los Angeles: Autokineton Press.

Doctoral, MPhil, or Master's/Bachelor's/Honors Thesis:

Davis, Miriam. 2007. *The Phonetics of Neology*, unpub. doctoral diss., Department of Linguistics, Windswept University, Helena, Montana.

Conference paper:

Splitter, Harry. 2005. Semi-colon or slash? Paper presented at the Fifth Annual Conference on Lexicographical Punctuation, University of the City, London.

Paper from the Web:

Loud, John. 2006. What I think. <http://www.uls.com/paper/~lexicog.htm> (accessed June 26, 2006).

Authorless items can be cited by title. Cite the issue number of a journal only when it is necessary for the differentiation of the citation, and then cite with a period after the volume number, as follows: 23.1: 444-47. See *Dictionaries* for examples of other kinds of entries.

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**Special styles:** *italics* for mentions and word or phrase citations (e.g., The slip for *relative* appears to be in Paine's handwriting, that for *gleed* in a different hand.) and emphasis (e.g., not *this* dog, but *that* one); **bold** for headwords/entries (**zydeco**, n ...); double quotes for direct quotation and shudder (irony) (e.g., Smith said, "Blahdey blahdey blah ..." He was a "lexicographer"!); single quotes for glosses and other citations of meaning (e.g., Spanish *gato* 'cat'), as well as for quotes within double quoted text. Do not use underline or set special styles, headers, footers, tabs, etc.; if special characters are required, such as phonetic symbols not available in Word or from the Web, indicate them clearly in the text.

Abbreviations: Shorthand reference to works with longer titles should appear in parentheses after the first usage and appear in italics: *Oxford English Dictionary (OED)*; abbreviated ordinals should *not* be superscript: 21<sup>st</sup>, 3<sup>rd</sup>; degrees and countries do not have periods: PhD, MA, UK; decades take a simple plural (no apostrophe): 90s, 1990s.

Bullets and numbers: use such lists sparingly; bullets should be dots •; numbered lists should be used only for items that have a clear numerical motivation in the text (e.g., The following four items, in order, are essential to the argument ... ); items in bulleted and numbered lists should be in title case and end in a period.

Tables, figures, and illustrations: place in the text, centered, in the desired location; tables and figures should be labeled in bold and numbered in sequence (e.g., **Table 12**, **Figure 7**) with the table/figure *title* beneath in ALL CAPS, all flush left (e.g., LOSS OF COMPOUND HEADWORDS IN *WEBSTER'S THIRD* OVER TIME); table *number* (**Table 12**) goes above table; pictorial and other graphical illustrations that are not figures or tables should be placed in the text, centered, at the desired location with the title beneath in CAPS; these illustrations should be submitted in high resolution, manipulable format — PDF, JPEG, BITMAP.

Notes: use footnotes, not endnotes; number footnotes in sequence throughout and double space in 12 pt. type; acknowledgments, if included, should be the initial footnote.

References: author/date/page references in the text and footnotes should use the following major forms as guides and as appropriate to the surrounding text: (Smith 2006, 340), (Smith 2011, 2013), (Smith 2011, 340; 2013, 348), as stated by Smith (2013, 240; see also Smith 2009), (Davis 2012; Smith 2012); see *Dictionaries* for other examples.

Questions about *Dictionaries* should be directed to the Editor at <Finegan@USC.edu>