

Stylesheet 2017

In this document, you will find instructions on how to layout your review. If your review does not meet all the requirements, we will take care of it. But by following the instructions at hand, you will help us a lot. Especially in the reference section, we do rely heavily on your support.

When submitting your review, please give it a title. This is to show that we consider reviews as original works in their own right.

Please add a few lines about your research interests and current status. Make sure they are accurate and up to date. This information will appear at the bottom of your review.

We welcome contributions by junior researchers (PhD-students) and ask them to include a note of approval by their supervisor when submitting their review.

If you are not a native speaker of English, please ask a native speaker for language revision.

Please set your review in Arial, 11pt (title should be 13pt), 1.5 spacing, and align your text left. Your name, research interests and current status at the end of your review should be aligned to the right margin. Use either BE or AE spelling consistently. Your review should not exceed 2000 words. Accepted formats are .odt, .pdf, .rtf, .doc, .docx.

Quotes

- shorter than 40 words are enclosed in “...” within text and followed by a brief citation;
- longer quotes are separated from the text by two carriage returns (¶¶) indented, and set in font size 10. Do not enclose them in “...”, but do include a brief citation;
- follow the original text exactly in wording, spelling, and punctuation. Indicate any additions by square brackets [...]. Indicate omissions by ellipsis points within brackets.

Citations

Use brief citations in your text: <author> (<year of publication>: <page number>). Examples:

- “Hirsch (2005: 65) shows...”
- “(Hirsch and Smith 2005: 65)”
- “(Hirsch et al. 1993)” for three or more authors

List all authors in your bibliography and always give full page numbers. Do not use “f.” or “ff.”

Typeface & emphasis

Use *italics* for:

- words, phrases, and sentences treated as linguistic examples;
- foreign-language expressions;

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- the titles of books, published documents, newspapers, and periodicals. These should also be capitalized;
- drawing attention to significant terms at first mention only;
- emphasizing a word or phrase in a quotation, if so indicated “[emphasis mine]”.

Use **boldface** type only to draw attention to a particular linguistic feature in numbered examples (not in running text).

Use **single quotation marks** (only) for the translation of non-English words, e.g., *cogito* ‘I think’.

Use **double quotation marks** in all other cases, i.e. for:

- direct quotations in running text;
- “qualified” words or phrases.

Place **numbered footnotes** at the bottom of the page. They should be used sparingly and contain comments, short digressions, and explanations that don’t belong in the main text.

Number all examples and follow the format given in the review below for presenting your foreign language examples.

References

- Give full names of all authors and editors (no “et al.”);
- Do not abbreviate names of journals, book series, publishers or conferences;
- Capitalize and italicize titles of published books and journals only (see examples below);
- Give inclusive page numbers of articles in journals or collections;
- Do not use dashes as placeholders for authors or groups of authors.

Examples

Adli, Aria. 2011. On the relation between acceptability and frequency. In Esther Rinke and Tanja Kupisch (eds.), *Hamburg Studies on Multilingualism*, vol. 11, 383–403. Amsterdam: John Benjamins. doi:10.1075/hsm.11.20adl.

Anderson, Benedict. 1991. *Imagined Communities. Reflections on the Origin and Spread of Nationalism*. 2. edition, London/New York: Verso.

Gorenburg, Dmitry. 2006. Soviet nationalities policy and assimilation. In Dominique Arel and Blair A. Ruble (eds.), *Rebounding Identities. The Politics of Identity in Russia and Ukraine*. Baltimore: Johns Hopkins University Press, 273–303.

Kommentiert [EB1]: Do not use any punctuation marks after “In”

Kommentiert [EB2]: After “In” list editor’s first name first and last name last. Do not use ampersands, but “and” in order to connect the last editor mentioned. Note there is no comma when there are only two authors involved.

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Kim, Yong-Jin. 1990. Register variation in Korean: A corpus-based study. PhD Dissertation, Department of Linguistics, University of Southern Carolina.

Kirkwood, Michael (ed.). 1989. *Language Planning in the Soviet Union*. Houndmills/Basingstoke: Macmillan.

Sacks, Harvey, Emmanuel A. Schegloff, and Gail Jefferson. 1974. A simplest systematics for the organization of turn-taking for conversation. *Language* 50: 696–735.

Kommentiert [EB3]: List first editor/author with the last name first, and after that other way around. Do not forget the comma before the linking "and".

Please don't hesitate to contact us in case of any questions or difficulties:

pragmatics@europa-uni.de

On the next page you will find a sample review.

Review title

Christian R. Hoffmann (ed.). 2010. *Narrative Revisited. Telling a Story in the Age of New Media*. Amsterdam/Philadelphia: John Benjamins.

Kommentiert [EB4]: Note the difference between the order of first and last name in the references and at the beginning of your review. Numerate every editor/author with first and then last name, only connected with comma, no "and" or "&"!

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla et congue orci. Etiam faucibus erat a nisl aliquet in commodo nulla imperdiet. Vivamus quis magna nec odio iaculis faucibus. Etiam sollicitudin, leo id aliquet tristique, nibh urna gravida libero, at imperdiet nisi odio quis nunc. Nulla in justo id felis rutrum cursus.

Duis vitae sem quis eros iaculis tempor. Fusce malesuada auctor sem, pulvinar facilisis libero auctor vitae. Cum sociis natoque penatibus et magnis dis.

(1) *Original language in italics*

Word-for-word gloss with correct alignment

'Idiomatic translation in single quotation marks.'

(2) *Mampianatra anglisy an-d Rabe aho*

Cause-learn English ACC-Rabe I

'I am teaching Rabe English.'

Use left indent of 1,25 cm and font size of 10, when citing a paragraph that contains more than three lines, as in the following example taken from Gola and Ervas (2016):

At the same time, the volume does not aim to argue in favour of a complete detachment of the communicative dimension of metaphor from its cognitive and linguistic components. It instead aims at showing that they mutually shape and influence each other in a variety of ways, according to the communicative functions of metaphor (such as persuasion, instruction, entertainment) and its application to specific domains of discourse (such as politics, media, advertising, education, poetry, music). (p. 18)

References

Kendon, Adam. 1978. Differential perception and attentional frame in face-to-face interaction: Two problems for investigation. *Semiotica* 24(3-4): 305-315.

Brown, Lucien. 2011. *Korean Honorifics and Politeness in Second Language Learning*. Amsterdam/Philadelphia: John Benjamins.

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Gola, Elisabetta and Francesca Ervas (eds.). 2016. *Metaphor and Communication*. Amsterdam/Philadelphia: John Benjamins.

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is a PhD student of psychology at the Department of Psychology, University of Roehampton, London, UK. His main research areas are conversation analysis, healthcare, silence, gesture, and contextual adjustments to canonical turn-taking and sequential structures.