

## **VERBUM — *Analecta Neolatina* s t y l e s h e e t**

- **Submission of manuscripts:** Manuscripts are requested to be sent both (i) as a **file** (softcopy) and (ii) **printed out** (hardcopy). The format of the file should be **doc** or **rtf**. The file should be possible to read and edited by ordinary word-processors (like WinWord or WordPerfect). **Please do not send Acrobat pdf files.** Pictures and figures are accepted in the following format: **jpg/jpeg, CorelDraw (cdr)** or Encapsulated PostScript (**eps**). *Verbum* prefers the electronic submission of manuscripts as e-mail attachments to the editor-in-chief, Anikó Ádám: **adama@btk.ppke.hu**. The file may also be posted on a floppy disk (or CD) to the following address:

*Anikó Ádám/Verbum*  
*Pázmány Péter Catholic University*  
*PO Box 1*  
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- **The structure of the manuscript:** the manuscript should be built up like this:
  1. cover page
  2. abstract in English (not more than 150 words)
  3. keywords in English (at least 3 words but not more than 5 words)
  4. main text
  5. appendix (optional)
  6. list of references (only in case the “author–year” format is used)
- **Cover page:** the cover page should follow the following format:

Name of author  
Name of University/Institute  
Department (optional)  
Street, number  
Zip code, City/Town, Country  
E-Mail address of author

For example:

Ulderico Bernardi  
Università di Venezia  
Cannarego, Fondamenta San Giobbe 873  
30121 Venezia, Italia  
ubernard@unive.it

- **Abstract:** the abstract must be written **in English**, regardless of the language of the paper itself; it should not exceed 150 words.
- **Keywords:** the keywords must also be provided **in English**; they should be between 3 to 5 words.

- **Numbering of sections:** if sections are numbered, they must be numbered decimally, starting with 1; for example:

1. Introducción  
 1.1. Los objetivos  
 1.1.1. El corpus  
 1.1.2. La estructura del artículo  
 1.2. Las reglas generales de la colocación de los clíticos  
 2. La teoría de la perífrasi  
 2.1. La condición de la perífrasi  
 etc., etc.

- **Emphasis:** parts which are emphasized must be typeset with *italic font* (i.e., do not use boldface or underlining for emphasis); linguistic data must also be typeset in *italics* as well as the titles of cited works; e.g., "... Boccaccio's *Decameron* was...".

- **Glosses:** between 6...9-type quotation marks; e.g.,

... *caída* 'fall', *ánima* 'soul', ... etc.

- **Examples, tables, displays:** Longer linguistic data, examples, displays, tables, lists, figures should be numbered as follows:

- (1) a. Gertrude loves Archibald.  
 b. Archibald loves Gertrude.  
 c. No-one seems to love Archibald.  
 d. etc. etc.
- (2) Gertrude loved Archibald before.  
 (3) etc. etc.

In the main text, examples like those above must be cited by their number (plus letter):

... we can see in (1c) that..., (2) shows that....

- **Quotes, quotation marks**

in case the language of the paper is **English, Italian, Spanish, Portuguese**, the format of quotes should be 66 99:

“nnnnnn”

quotation within quotation: 6 9-format: “nnn ‘mm’ nn”

**French texts** (the inner quotation mark, too): << >>-format:

«nnnnnn», «nnn «mm» nnn»

**German texts:** „ .....“; inner quotation mark: ‚.....‘

**The words within the quote are never in italics** (except if they are linguistic data). The closing quotation mark, if it is after a full sentence, stands **after** the full stop, otherwise **before** it. Thus:

“The problem is thus ... the intricacies of the mind.”  
Johnson (1952) writes that the “realities in speech perception  
are tied up with acoustic descriptions”.

**Longer quotes** (more than 5 lines) **should be typeset as a separate paragraph**. Ellipsis within the quote must be shown by [...].

- **Other symbols: en dash** (Windows ALT-0150): when meaning “from–to”, as in page ranges:

pp. 123–157  
Leonardo da Vinci (1452–1519)

**Em dash** (ALT-0151): for amplifying, explaining, breaking into main thought, etc:

Johnson — and many others — claim that...

**PLEASE DO NOT USE THE SIMPLE SHORT HYPHEN FOR THESE.**

- **Footnotes:** *Verbum* requires notes to be footnotes. But: **book reviews should not contain footnotes** because of the two-column typesetting.

If the language of the text is **English/German/Italian/Spanish/Portuguese**, the note number should **follow** any punctuation mark as well as a closing parenthesis:

...dovrebbe cercare nella propriabistrattata intimità.<sup>7</sup>  
... un “Prometeo definitivamente scatenato”<sup>8</sup> ...

In **French** texts, the note number must stand **before** any punctuation mark or a closing parenthesis:

... c’est à Paris que se forme et s’épanouit sa poésie<sup>7</sup>.

- **Style of book reviews:** the details of the book under review should be given fully: the first name of the author, the second name of the author, the title of the work, the name of the publisher, the address (city) of the publisher, year of publishing, sum of pages of the work. **Please do not use footnotes or list of references in book reviews.** No abstract should be given to book reviews. An example title:  
Paul Richard Blum: Philosophieren in der Renaissance. W. Kohlhammer, Stuttgart, 2004, 262 pp.

- **References, list of references:** there are two ways in *Verbum* to provide references lists: (i) **references in footnotes**, or (ii) **abbreviated citation in text plus detailed list of references at the end of the paper**. You should consistently use only one of these methods.
- **References in footnotes:** this method should be used in non-linguistic papers. The style of this type of referencing should be as follows (**please give ALL these data**): **name of author(s)** (first name can be abbreviated), colon, title (in italics in case of books, theses, dissertations; in single quotes in case of articles in journals or books or proceedings or manuscripts), comma, **address of publisher**, colon, **name of publisher**, year of publication, colon, pages (for articles within journals, books, etc.). For example:
  - Book, one author (if we wish to give the page number of the quotation, it should be given after the year following a colon; no “p.” or “pp” is necessary):
 

<sup>6</sup> F. Fido: *Il Paradiso dei buoni compagni*, Padova: Antenore, 1998: 14.
  - Book, more than one authors:
 

<sup>7</sup> P. Siptár & M. Törkenczy: *The Phonology of Hungarian*, Oxford: Oxford University Press, 2000.

<sup>8</sup> Jakobson, R., G. M. Fant & M. Halle: *Preliminaries to Speech Analysis. The Distinctive Features and their Correlate*, Cambridge, MA: The MIT Press, 1952.
  - Article/paper in a journal. The page range of the full article must be given after the year following a colon. The place of the quote within the article is given after the page range with “p.” or “pp.”:
 

<sup>9</sup> E. Selkirk: ‘On Derived Domains in Sentence Phonology’, *Phonology* 3, 1986: 371–405, p. 372.
  - Paper in a book, proceedings volume with editor(s):
 

<sup>10</sup> C. Parodi: ‘Borges y la subversión del modelo policial’, in: R. O. Franco (ed.): *Borges: desesperaciones aparentes y consuelos secretos*, México: El Colegio de México, 1999: 77–102.

<sup>11</sup> Harris, J. & G. Lindsey: ‘The Elements of Phonological Representation’, in: J. Durand & F. Katamba (eds.): *Frontiers of Phonology: Atoms, Structures, Derivations*, Harlow: Longman, 1995: 34–79, pp. 35–37.
  - MA thesis, doctoral dissertation:
 

<sup>11</sup> D. Kahn: *Syllable-based Generalisations in English Phonology* (doctoral dissertation), Cambridge, MA: MIT, 1976.

- **Paper/talk presented at a conference, unpublished manuscript:**

<sup>11</sup> L. Burzio: ‘Phonetics and Phonology of English Stress and Vowel Reduction’ (paper presented at the Conference on English Phonology, Toulouse, June 26–28, 2002), pp. 35–36.

<sup>12</sup> P. Dienes & P. Szigetvári: ‘Repartitioning the Skeleton: VC Phonology’ (manuscript, Eötvös Loránd University (ELTE), Budapest; <http://budling.nytud.hu/~szigetva/papers.html>), p. 7.

- **Shortened citations:**

If a work has been already cited, a shortened form can be used after that, e.g.,

<sup>13</sup> F. Fido: *Il Paradiso...*, *op.cit.*: 16.

Citing an immediately preceding single work, but to a different page number:

<sup>14</sup> *Ibid.*: 17.

Citing an immediately preceding single work, where even the page number is the same:

<sup>15</sup> *Idem.*

- **Non-footnote, abbreviated (author–year) citation + list of references**

**following the paper:** this format is to be used in **linguistics** papers. The author–year citation should have the following style: **Surname (Year)**. Or, if a page number is also given: Surname (Year: page number). Two authors should be separated by “&”. More than two authors should be shortened to “et al.”. Examples:

... Johnson (1952) writes ...  
 ... according to Johnson & Perry (1977: 227) ...  
 ... the answer can be found in Kaye et al. (1990: 68) ...

In parenthesis:

... (cf. Johnson 1952) ..., and **not:** ... (cf. Johnson (1952))

An alphabetically arranged list of references should be presented at the end of the article. **This list must only contain those works that the text actually referred to.** Other works may be given in a separate list (e.g., “Recommended works”).

Names of cited authors must contain their first name, too (which may be abbreviated to their initials). You must also give **both the publisher as well as the place of publication.**

Cited journals must have their **volume number** as well as the **page range** of the article in that journal (separated by an en dash). The publisher and its address should not be given here.

You must always give the **full name of the editor(s)** in case of papers in edited books/proceedings volumes (first name may be shortened), as well as the **page range** of

the paper in that edited book. **Always use the words “in: ”, “(ed.)”, “(eds.)”, whatever the language of your paper.**

Electronic manuscripts must be given their internet source (http or ftp address).

Examples:

**Book** (title: in italics, English titles should follow the “headline style”):

*1 author:*

Navarro, T. (1965): *Manual de pronunciación de Española*. Madrid: Consejo Superior de Investigaciones Científicas.

*2 authors:*

Siptár, P. & M. Törkenczy (2000): *The Phonology of Hungarian*. Oxford: Oxford University Press.

*More than two authors:*

Jakobson, R., G. M. Fant & M. Halle (1952): *Preliminaries to Speech Analysis. The Distinctive Features and their Correlates*. Cambridge, MA: The MIT Press.

*With editor:*

– 1 editor:

Cyran, E. (ed.) (1998): *Structure and Interpretation. Studies in Phonology*. Lublin: Wydawnictwo Folium.

– more than one editor:

Durand, J. & F. Katamba (eds.) (1995): *Frontiers of Phonology: Atoms, Structures, Derivations*. Harlow: Longman.

**Article in journal** (title is not in italics, not in quotation marks, no headline style either):

*1 author:*

Selkirk, E. (1986): On derived domains in sentence phonology. *Phonology* 3: 371–405.

*More than one author:*

Kaye, J., J. Lowenstamm & J-R. Vergnaud (1985): The internal structure of phonological elements: a theory of charm and government. *Phonology Yearbook* 2 : 305–328.

**Paper, article in book, proceedings** (title: like journal articles):

*One author/editor:*

Törkenczy, M. (2001): A szótag [The syllable]. In: F. Kiefer (ed.) *Strukturális magyar nyelvtan 2. Fonológia (Második kiadás) [A Structural Grammar of Hungarian 2. Phonology (Second edition)]*. Budapest: Akadémiai Kiadó. 273–392.

*More than one author/editor:*

Harris, J. & G. Lindsey (1995): The elements of phonological representation. In: J. Durand & F. Katamba (eds.) *Frontiers of Phonology: Atoms, Structures, Derivations*. Harlow: Longman. 34–79.

Abbreviation if more than one paper is cited from the same edited book:

Harris, J. & G. Lindsey (1995): The elements of phonological representation. In: Durand & Katamba (1995: 34–79).

**Manuscript** (title: like articles in journals):

Dienes, P. & P. Szigetvári (1999): Repartitioning the skeleton: VC Phonology. Manuscript. Budapest: Eötvös Loránd University (ELTE). (<http://budling.nytud.hu/~szigetva/papers.html>)

**Talk/paper at a conference** (title: like articles in journals):

Burzio, L. (2002): Phonetics and phonology of English stress and vowel reduction. Paper presented at the Conference on English Phonology, Toulouse, June 26–28, 2002.

**MA thesis** (title: like books):

Starcevic, A. (2001): *Syllable-initial Consonant Clusters in English and Croatian: A Melodic View on Laryngeal and Floating Elements*. M.A. thesis. Budapest: Eötvös Loránd University.

**Ph.D. dissertation** (title: like books):

Kahn, D. (1976): *Syllable-based Generalisations in English Phonology*. Doctoral dissertation. Cambridge, MA: MIT.

**Series** (like books):

Broekhuis, H. & P. Fikkert (eds.) (2002): *Linguistics in the Netherlands 2002 (AVT Publications 19)*. Amsterdam & Philadelphia: John Benjamins.