



# ROMANISTISCHE ARBEITSHEFTE (RA)

## Series Editors

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## Stylesheet

All manuscripts intended for publication in the RA series must be in line with the following style guide. You will receive further technical information from the publisher regarding the formatting of your camera-ready copy (e.g. templates, guidelines, fonts).

### 1 Stylistic Guidelines

#### 1.1 Structure and headings

Please number your headings with Arabic numerals:

**1 Main heading**

**1.1 Subheading 1**

1.1.1 Subheading 2

Hierarchies should be formatted consistently (see CRC guidelines).

#### 1.2 Highlighting

Highlighting in the text should be used as follows:

*italics* for titles of books, journal articles and contributions from collected volumes as well as for word examples, foreign-language expressions and emphases (please use italics for emphases only where needed)

*smaller font size* longer quotations (more than five lines of your text), verses etc. that are indented (see CRC guidelines)

**bold/semibold** should be avoided

#### 1.3 Blank lines

Blank lines should only be used to mark important breaks in your argumentation.

#### 1.4 Quotation marks, punctuation marks, dashes

If you write your text in German, quotation marks should be used as follows:

“...” (or „...“) for quotations

‘...’ (or ‚...‘) for quotations in quotations, for meanings of words (translations), for expressions and phrases used in a specific, context-dependent sense (e.g. la cosiddetta ‘Questione della lingua’)

We kindly ask you to opt for either American or German quotation marks, then use the same form consistently throughout your text.



## ROMANISTISCHE ARBEITSHEFTE (RA)

Please use the typographic (‘curled’, ‘curved’) quotation marks as shown above (not "..." or '...').

If your text is written in French, please use French guillemets « ... ». Please make sure to use the standard non-breaking spaces before and after quotation and punctuation marks.

For dashes, please generally use en dashes (–) with a space before and after.

### 1.5 Footnotes

Please use the footnote function in Word. Number your footnotes consecutively, starting from 1 in each main chapter. Note references appear in superscript and should follow any punctuation:

According to Chomsky,<sup>2</sup> *or ...*, although there is no evidence for this.<sup>9</sup>  
(*not*: According to Chomsky<sup>2</sup>, *or ...*, although there is no evidence for this<sup>9</sup>.)

### 1.6 Numbers and dates

Always use full numbers: 26–29 / 1970–1973 (not 26–9 / 1970–73).

To indicate page or year ranges, please use dashes rather than hyphens: 26–29 / 1970–1973. (not 26-29 / 1970-1973).

### 1.7 Quotations

Longer quotations (comprising more than three lines in your manuscript) must be indented. Please use a smaller font size (see detailed information in the CRC guidelines). In indented quotations please omit quotation marks.

### 1.8 Abbreviations

For references and bibliographical entries, please use standard Latin abbreviations (cf. appended list, 3). In your text, we recommend that you use the standard abbreviations commonly used in the language you are writing in (such as, in French: *par ex.*; in English: *i.e.*, in German: *d.h.*).

### 1.9 References

References must comprise the name(s) of the author(s)/editor(s) (several names are separated by forward slash), the year of publication, and, following a comma, the page number(s), e.g.:

Pérez (1979) a bien analysé cet aspect...  
...and it has also been stated that “in Italia [...] non si dice così” (Berger/Muller 1977, 23–24).

Several titles must be separated by means of a semicolon:

... mainly in Puerto Rico (cf. Álvarez Nazario 1991, 605–636; López Morales 1999).

## 1.10 Exercises

At the end of each main chapter, please provide a short section entitled “Exercises” (in German: “Aufgaben”, in French: “Exercices”) containing about four to six exercises referring to the content in the main chapter itself.

## 1.11 Bibliography

At the end of your volume, please provide a bibliography in alphabetical order, numbered as a chapter of its own.

Conclude every entry by a full stop. The bibliography must contain all titles that you refer to in your text.

Please do not use short references within the bibliography (such as in: Holtus 1994), but give the full details of every title (even if the name of an author appears more than once), including titles of journals.

### Monographs / Collected volumes

Albarran, A.B. (2009): *The Handbook of Spanish Language Media*. New York – London, Routledge.

Dietrich, W./Noll, V. 2012<sup>6</sup>): *Einführung in die spanische Sprachwissenschaft*. Ein Lehr- und Arbeitsbuch. Berlin, Schmidt.

Palacios Alcaine, A. (2008, ed.): *El español en América. Contactos lingüísticos en Hispanoamérica*. Barcelona, Ariel.

### Articles in collected volumes

Grinevald, C. (2006): „Les langues amérindiennes. État des lieux“, in: Gros, C./Strigler, M.C. (eds.), *Être indien dans les Amériques*. Paris, Éditions de l’Institut des Amériques et Éditions de l’Institut des Hautes Études de l’Amérique latine, 175–195.

### Journal article (please always provide the full title of the journal)

Lhafi, S. (2014): „Ein pragmalinguistischer Ansatz zur Beschreibung von Verbalperiphrasen im Spanischen am Beispiel von *ir a + infinitivo*“, in: *Zeitschrift für romanische Philologie* 130, 652–670.

Please provide the DOI (= Digital Object Identifier) for online journals.

### Dictionaries (can be used with abbreviations)

DRAE (2001<sup>22</sup>): *Diccionario de la lengua española*. Madrid, Real Academia Española.

Should you quote more than one title by the same author(s) of the same year, please differentiate as follows:

Bouvier, J. (2013a): ...

Bouvier, J. (2013b): ...

If you quote several titles by the same author published in different years, please arrange them proceeding from “old” to “new” (e.g. first 1978, then 1987, then 1999, then 2001).

## 2 Additional Information regarding Illustrations

When using images, please make sure

- that they come in a high enough resolution (at least 300 dpi),
- that you only use images that are not copyrighted or where the copyright is your own. Failing that, please make sure you obtain the necessary printing permission for both the print and online version of your title.

**3 List of Latin Abbreviations**

adj.	adjective	pers.	person
adv.	adverb	pl.	plural
anon.	anonymous	r <sup>o</sup>	recto
ca.	approximately	s. / ss.	sequens / sequentes (with page numbers: 75s. / 143ss.)
cap.	chapter	s.a.	without a year
cf.	see / compare	sg.	singular
ed. / eds.	editor(s)	s.l.	without a place
et al.	and others	subst.	noun
etc.	and so on	s.v.	under the heading
f. / ff.	folium / folia	v <sup>o</sup>	verso
fasc.	fascicle	vol.	volume(s)
i.e.	that is		
loc. cit.	in the place cited		