Instructions for authors for the WSK editorial system

Dear author,

thank you very much for contributing to our WSK 13 Linguistic Typology dictionary project "Linguistic typology - Study and reference dictionary. With a Systematic Introduction and German translations" edited by Johannes Helmbrecht and Dagmar Jung.

This short manual will give answers to the questions that might arise during the work on your articles regarding the structure of each article, the terms used in the WSK editorial system, and provides some guidelines concerning the formal requirements of references and examples.

Note that additional information about using the WSK system on your computer can be found in the *Quick Guide and Assistance for Authors and Editors* (WSK_Help_for_authors_english.pdf) that we sent you as well. It includes instructions for technical aspects of the system, like the log in, installing Microsoft Silverlight and working with the system itself. In this guideline you will find information about the **formal standards** within our dictionary.

If you have further questions please contact us via:

Wsk.Linguistictypology@sprachlit.uni-regensburg.de

Website of WSK 13 at the University of Regensburg

http://www.uni-regensburg.de/sprache-literatur-kultur/allgemeine-vergleichende-sprachwissenschaft/wsk-13-linguistic-typology/index.html

Content

1 Types of articles

Writing the articles, please consider that the WSK dictionaries not only address experts in our field but also students of linguistics – who might be, in fact, the even more important target audience. Thus, please try to keep the articles as simple as possible and refrain from using too much linguistic terminology where you could avoid it. Students who have not yet finished their basic studies in linguistics should be able to benefit from the dictionary as well.

There are two different kinds of articles in WSK, singles articles (EAs) and synopsis articles (SAs). They slightly differ in their structure, mostly concerning their length and the allowed number of references.

1.1 Single articles (EA)

A single article is one containing at least one text item which is defined as having at least one chunk of informational text, comprising at least one full sentence (in the traditional sense of the word). In a single article, only a single terminological lemma will be treated, reflecting its normal denotation in texts. The single articles thus represent a maximal atomization of information.

Single articles can have **5 cross-references at most** to other articles and **up to 5 references (literature)**. **Their maximal length is about 4.000 characters** including every position from the lemma position to references.

1.2 Synopsis articles (SA)

Synopsis articles will generally be devoted to broader terms, proper names relevant to the history of the discipline, etc. These articles will provide an overview of larger chunks of knowledge, with cross-referencing to lemmata that are treated in the single articles.

Synopsis articles can have **10 cross-references at most** to other articles and **up to 30 references (literature)**. **Their maximal length is about 20.000 characters** including every position from the lemma position to references. There is no minimum length.

1.3 Microstructure of the articles

The abstract hierarchical microstructure is identical both for single articles and for synopsis articles, as are the corresponding text fields. For monosemous terms, both single articles and synopsis articles will have the following text fields (o = obligatory, f = facultative, optional):

	article positions/ micro structure	single article	synopsis article
1.	Lemma (o)	for single word lemmas use the most standard form; for multiword lemmas use the natural order	
2.	Short definition (in English) (o)		
3.	Terminological equivalent(s) (in German) (o)		
4.	Short definition (in German) (o)		
5.	Position for further explanation and discussion (o for synopsis articles, f for single articles)		
6.	Position for selected terminological references, with subfields:		
a.	Position for synonyms (f)		
b.	Position for antonyms (f)		
7.	Cross-reference position (o)	max. 5 cross-references	max. 10 cross-references
a.	Cross-reference within the dictionary (o)		
b.	Cross-reference across dictionaries in the WSK series (f)		
c.	CD/database (f)		
d.	Name of the author(s) (o)		
8.	Literature (o)	max. 5 references	max. 30 references
	textual length	max. one page (4000 characters)	max. five pages (20000 characters)

The several positions of an article can be accessed via the object editor. The following paragraphs provide you with information on how to edit the several positions in the WSK System and the corresponding formal requirements.

2 The article structure

Every article consists of several positions that can be accessed via the object editor.
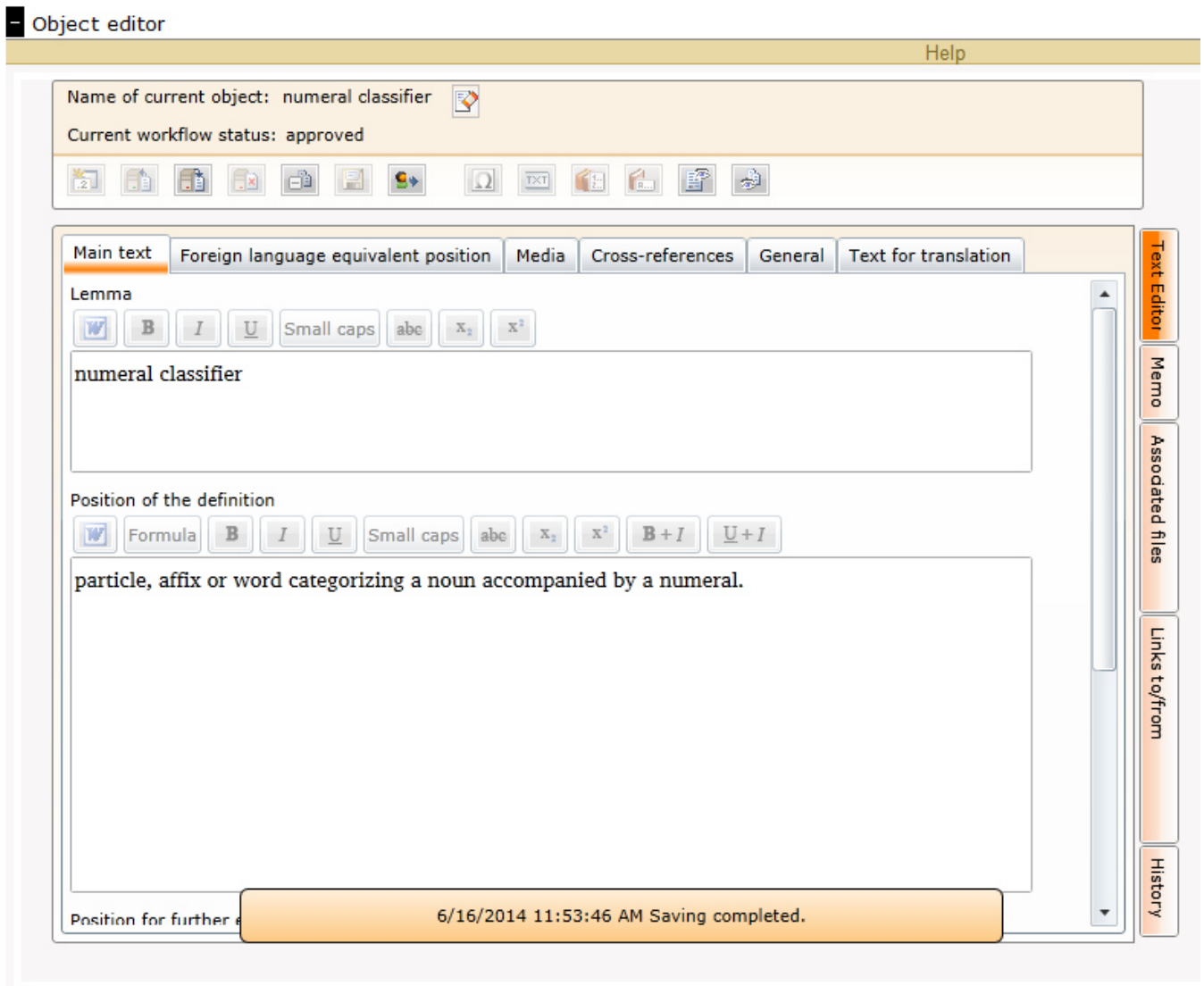
2.1 Main text

2.1.1 Lemma

This position contains the name of the article. Normally, it is already filled in when you start writing in the editor. **Please do not change anything in here.** If you find mistakes here or if you want to suggest changes get in contact with the volume editors.

2.1.2 Position of the definition

This position always consists of a **phrase**, <u>never</u> a sentence or a group of sentences. It defines a term the shortest and most precise way possible. Moreover, …

- Relational predicates like 'means', 'denotes' etc. are forbidden.
- Cross-references within the definition are not possible. Thus, please do not insert → or similar. There is a cross-reference section for adding such related terms (see below).
- Please refrain from using brackets of all kinds in the definition.
- Personal names are not allowed in the definition (as long as they are no part of the term). Consequently, phrases like "a term coined by linguist XY in 19XX…" are not to be used.
- Terms in object language are forbidden in the definition.
- **The position is concluded by a period**.

2.1.3 Position for further explanations

In this section, you can enter everything you consider important concerning the term. Please note, however, that references to other terms (e.g. via →) are not allowed; for these, the position 'cross-references' should be used.

The following **formal restrictions** should be considered:

- Object language is always marked via *italics*.
- Examples in the running text should be in *italics* and within (round brackets), just *(like this).* Note that also the brackets are in italics.
- If you want to insert longer examples with glosses, please follow the guidelines in the 4th chapter of this instruction sheet below.
- Refer to such an example with its number in brackets, thus "as we can see in (3) the pronoun is…" or "the examples show that it is a pronoun (cf. (3) to (5))".
- Emphasis within an example is marked via underline.

When **quoting** a reference within the text, consider the following rules:

- You can **only** quote those references that you inserted in the cross-reference section.
- The quotation should start with an opening round bracket, then the author's last name in small caps, space, year of the publication, colon, space, number of the page, closing round bracket. Thus, depending on the number of pages you quote, it should look like the following: (LAUTERBACH 1993: 125) or (LAUTERBACH 1993: 125f.) or (LAUTERBACH 1993: 125ff.) or (LAUTERBACH 1993: 125-129). Please note that, due to technical restrictions, small caps are displayed not as small caps but as slightly larger text in the Object editor.

2.2 Foreign language equivalent position

This tab is for the German equivalents of the lemma and the translation of the English definition. If you speak German and want to fill in these as well you can certainly do so, otherwise we will translate it later on. The same formal requirements as given in 2.1.1 and 2.1.2 apply to the German equivalents of the lemma and the definition.

2.3 Media

If you want to add a link to an image or multimedia data you can add them here. You can upload images by creating an image object via the object editor. The quick guide to WSK Content Management System (Help_for_Authors.pdf, page 6) contains further instructions on uploading images and linking them to an article as well as information on the required file format etc.

2.4 Cross-references

In this section, several references can be inserted. You can enter something by clicking on the corresponding slot and searching for the intended item via the object finder below the object editor. Add the item by clicking on the icon with the arrow next to the term in the object finder.

- **Synonym**: If there is a synonym of the lemma in the dictionary it should already have been entered here. **Please do not change this section**. If you think that another synonym should be added, please contact us.

- **Antonym** (not obligatory): Here you can enter an antonymic term of your lemma. Note that you can only choose from articles that already exist in the dictionary. If you think that another antonym should be added, please [contact](#) us.
- **Volume internal link** (not obligatory): If you think that there are some terms that are closely related to your article and should be mentioned within it, you can enter them here.
  Attention: Internal links are links <u>within</u> WSK-13 Linguistic typology.

The most important part here are, of course, the **references**. You can add references the same way as synonyms, antonyms and links, by looking for the reference in the object finder below the object editor.

If you want to add a **new reference** that is not included in the system yet, please follow these steps:

a) **First, double-check if the reference really is not in the system yet!**
b) Then click on "create new" next to "references" in the main menu.
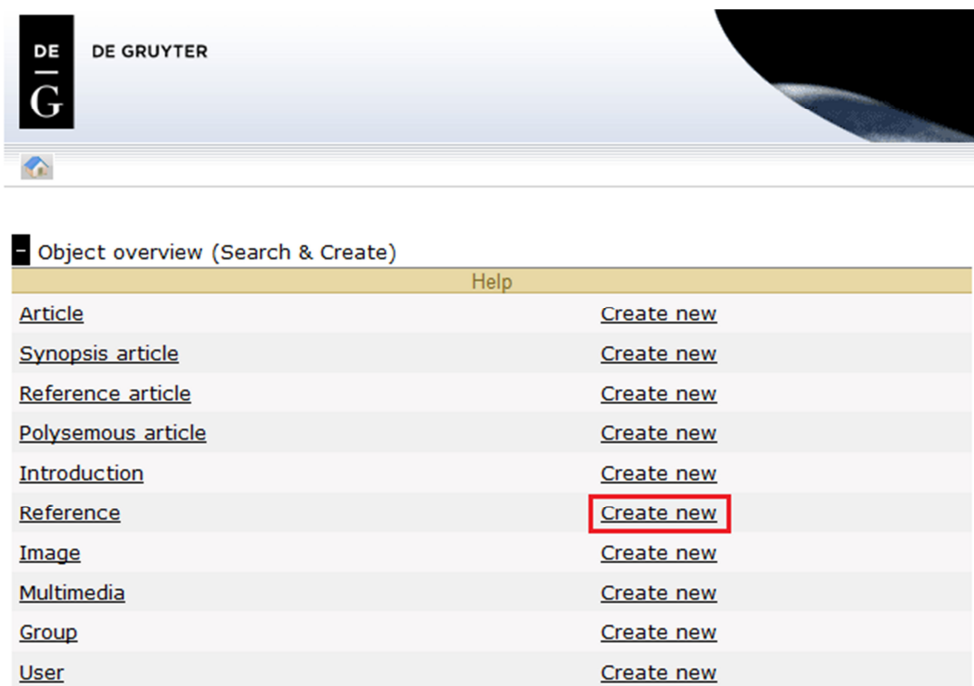
c) Another menu should appear, asking for the name of the new item.
   a. **Name**: Type in the name of your reference. Please comply with the standard format of references (see below) except for the small capitals which are not possible here. Thus, enter the <u>whole</u> reference as a name!
   Example: You want to add "DROOP, H.G. [1978] The prepositional attribute. Tübingen". Then you have to enter "Droop, H.G. [1978] The prepositional attribute. Tübingen" as its name.
   Alternatively, you can also type in any name as long as you follow the instructions below and enter and save the correct name of the reference in the editor immediately afterwards.
   b. **Type**: This should already be set to "Reference". Just leave it this way.

c. **Check out?** → yes
d. **Edit immediately?** → yes
e. Then click on the save button.

d) The object editor will open, your new reference already checked out and ready to be filled. Now all you have to do is enter the reference again in the field "Reference". If you did not enter the correct name in the beginning you should also enter it in the name field here. Depending on the type of literature, please comply with the following standards.[1]

2.4.1 Monograph / autonomous publication

Every reference starts with the author's last name in small caps, comma, space, first letter of the first name in small caps, period, space, opening square bracket, year, closing square bracket, space, title of the publication, period, space, location. **Do not put a period at the end of the reference!** If the author has more than one first name abbreviate both and do <u>not</u> insert a space in between.
→ Droop, H.G. [1978] The prepositional attribute. Tübingen

If the authors last name includes *van*, *de*, or similar, put this part next to the abbreviated first name. If there is more than one location, just insert the first one and add a [etc.] after it.
→ Houten, M. van [2000] Semantics and pragmatics. New York [etc.]

If there is more than one author, separate them via slash (directly after the first name of the first author <u>without</u> a space), space, next author's last name.
→ Miller, P./ Smith, J. [1996] Language. An introduction. Amsterdam

If the reference was published by an editor indicate this via *ed.* in the square bracket containing the year. If there is more than one author use eds. If the publication is part of a series you can add this series (including the issue number) in round brackets on the left side next to the location.
→ Lenders, W. [ed. 1993] Computereinsatz in der Angewandten Linguistik (forum Angewandte Linguistik 25) Frankfurt/Main

2.4.2 Journal papers

The references of journal papers follow the same principles as monograph references. The journal is added to the reference via a *In*, colon, space, name of the journal, space, volume number, (slash), (issue number), colon, space, number of first page, hyphen, number of last page.
→ Matsumoto, Y. [1993] Japanese numeral classifiers. In: Linguistics 31: 667-713
→ Rauh, G. [1996] Towards the structure of prepositional phrases in English. In: Language 15/2: 178-230

2.4.3 Anthologies

The standards that were introduced so far also apply to anthologies. The format is very similar to that of journal papers, except that the reference for the anthology includes the editors' names. Thus, enter the author's last name and abbreviated name in small caps, year and title of the paper as usual,

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[1] The following references are only examples in order to capture every possible aspect.

then *In*, colon, space, last name of the editor in small caps, comma, space, abbreviated first name in small caps, period, space, opening square bracket, ed., closing square bracket, space, title of the anthology, period, space, location, colon, space, number of first page, hyphen, number of last page.

→ SCHIERHOLZ, S.J. [2005] Some basic considerations in corpus linguistics. In: LENZ, F./ SCHIERHOLZ, S.J. [eds.] Corpus linguistics in lexicon and grammar. Tübingen: 1-14

2.4.4   General remarks

a)   The publisher is <u>never</u> included in the references.

b)   References which are not in English will be referred to the exactly same way as English ones. References in Cyrillic, Arabic or any other writing system apart from the European one should be transliterated.

c)   Capitalization is to be adopted from the original publication.

d)   If you want to refer to a specific edition of a publication (2nd and upwards), add it (2nd ed., 3rd ed. etc.) after the title.

   → COMRIE, B. [2000] Tense. 2nd ed. Cambridge

e)   If there are a lot of authors or editors (e.g. dictionaries) only add the first one and replace the other by et al.

   → SEEBOLD, E. et al. [2001] Textgeschichte des 8. Jahrhunderts. In: SEEBOLD, E. [ed.] Chronologisches Wörterbuch des deutschen Wortschatzes. Berlin: 9-69

2.5   General

This section includes general information about the entry, like the volume it will be published in (our volume is English 13). **Please do not change anything in here**.

2.6   Text for translation

The German translation will be entered here. As long as you do not want to provide the German equivalent yourself you do not have to bother with this section.

3   The workflow

3.1   The Different workflow statuses

In order to coordinate the author's and the editor's work there are different workflow statuses an article can be marked for to indicate what should happen with it next. The current status can be seen in the top part of the object editor.

A status can be changed by clicking on the icon with the little arrow in the object editor, choosing the new status and clicking on "save". Note that your article has to be **checked in** in order to do so!
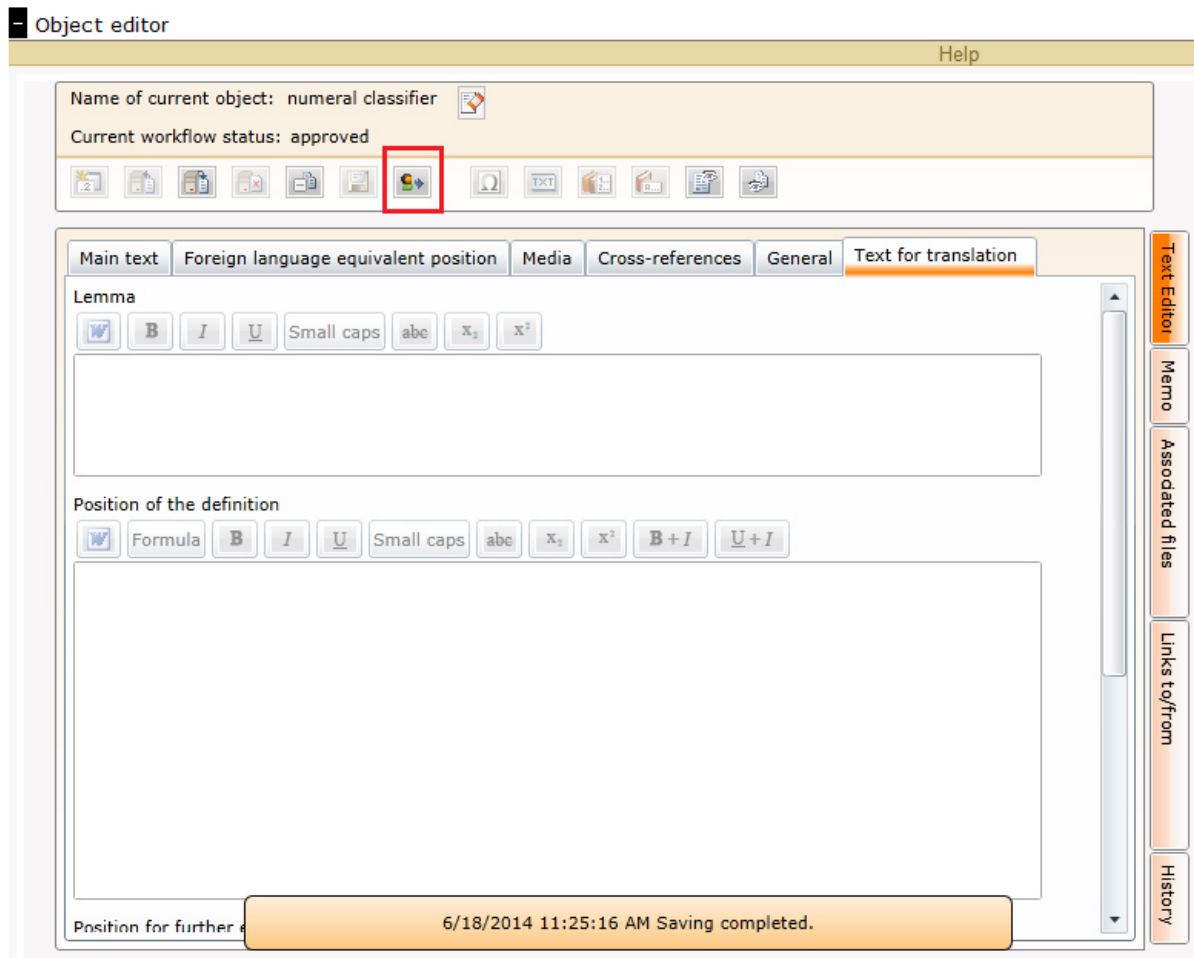
There are four workflow statuses that are important for you.

a) **edit**: This status is set for you when an article is linked to your account. It means that you are currently working on it. When you consider your article finished, you set the workflow status to <u>review</u>.

b) **review**: This status means that an editor should now check your article and may add some remarks (via memos). Having done this, the article is set to <u>revision</u>.

c) **revision**: Articles with this status have been checked by the editor and given back to you in order to work over the article again, considering the remarks and supposed changes made by the editor. After this, you change the status to <u>approved</u>.

d) **approved**: An article with this status cannot be changed by the author or the editor any more. The article can now be viewed by all users of the WSK system.

3.2   Rules for editing process

The editors of WSK 13 Linguistic Typology will review your articles with regard to the formal requirements and with regard to the content. The comments and corrections with regard to the formal requirements (language examples, glosses, abbreviations, structure of the text, references, etc.) have to be inserted into your text. They are obligatory in a way. On the other hand, all our comments with regard to the content of your article are rather suggestions which you may follow or ignore. It is your text and it should remain your text.

All our comments and suggestion with regard to your articles can be found and clearly identified as such in your article text and/or in the Memo button on the right of the screen. This document will explain how you should read those changes and remarks.
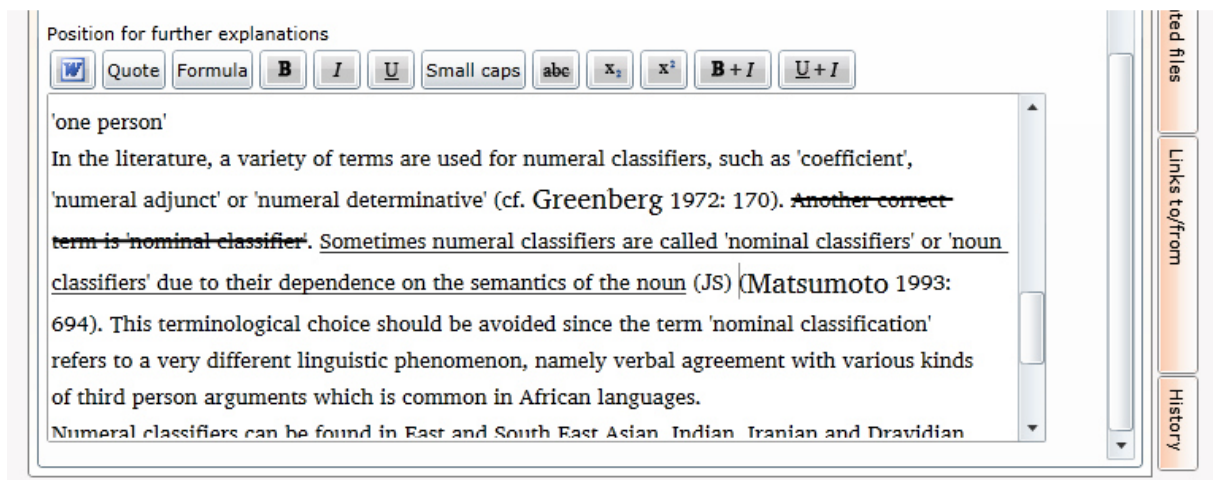
Editors will mark inserted text, annotations, and comments by text that is <u>underlined</u>.

Text that is ~~crossed~~ could be deleted by the author.

As you see in the screen shot of the article on numeral classifiers, <u>underlined text</u> is suggested to replace the ~~crossed text~~. The responsible editor is JS which stands for Johanna Spieler.

Name initials of the responsible editor indicate at the end of a changed text, who inserted the remark, new text, crossing, comment, etc. The initials are:

DJ   Dagmar Jung
JH   Johannes Helmbrecht
JPP   Jhoana Palacio Pineda
JS   Johanna Spieler
ST   Sarah Thanner

If you want to contact the corresponding editor please write an e-mail to <u>Wsk.Linguistictypology@sprachlit.uni-regensburg.de</u> and mention the abbreviation as well as the article and specific part of the text your mail refers to.

In the "memo" section on the right side of the online object editor the editors can add general remarks and suggestions concerning your article.

Please note that the annotations and changes in the text as well as the remarks in the memo section are only suggestions. Unless the editors changed something due to reasons of formal standard you always have the final say.

4 Examples

If you need to insert illustrative examples from languages other than English we would like to ask you to obey the following instructions:

a) Language examples that exceed the size of a word or are morphologically complex need to be **morphologically segmented and glossed** according to the Leipzig Glossing Rules.

b) The **Leipzig Glossing Rules** are the glossing standard in our discipline; they can be obtained from the website of the Max Planck Institute for Evolutionary Linguistics in Leipzig (http://www.eva.mpg.de/lingua/resources/glossing-rules.php).

c) Language examples should have **the following structure**:

1. (no.) language name (reference)
2. text/sentence/clause (italics)
3. morpheme segmentation (italics)
4. glosses indicating the meaning/function/category of the form (small caps)
5. free translation (English)

There are five lines. The first line contains the consecutive numbering of the example within the article, the name of the language and the source where this example could be found. In case that you are a Native speaker of the language where the example is taken from, please indicate this too. The second line contains the text/sentence/clause using the orthographical representation of the source. The third line contains the morpheme segmentation and the fourth line contains the corresponding glosses of the lexical meanings for lexical morphemes and the functional/categorical glosses for the grammatical morphemes. The last line contains the free idiomatic translation in English. Compare an illustrative example from Hoocąk a Siouan language from North America:

(1) Hoocąk (HARTMANN/MARSCHKE 2010: 9)
wažąňą hižą hotaki hegų warukos hjįguajireną
wažą=ra hižą hotak-gi hegų waarukos hj-hagu-ha-jii-ire-ną
something=DEF one tell\1E.A-TOP that.way police 1E.U-fetch-COLL-arrive.here-SBJ.3PL-DECL
'When I tell something the police will come and get me.'

Please note that the text/sentence/clause of the first line can be dropped if there are no morphophonemic processes between the morphemes; compare the following example from Lezgian, a Nakh-Dagestanian language from Russia:

(2) Lezgian (HASPELMATH 1993: 207)
Gila abur-u-n ferma hamišaluğ güğüna amuq'-da-č.
now they-OBL-GEN farm forever behind stay-FUT-NEG
'Now their farm will not stay behind forever.'

d) There are three principal boundary markers in the Leipzig Glossing Rules. Word boundaries are indicated by single spaces, boundaries between clitics and their host or other clitics are indicated by the equality sign (=), and affix boundaries are indicated by hyphens (-). **The number and type of boundaries in the third line with the morphemes must correspond exactly with the number and type of boundaries in the fourth line with the glosses.**

e) The morphemes and the corresponding glosses in line 3 and 4 are often aligned by means of tabs in order to facilitate the comprehension of the correspondences. Unfortunately, the WSK web-based system does not allow using tabs in order to align morphemes and glosses in examples. **Therefore, we would like to advise you to use the boundary signs exactly how we described it in d) above**. De Gruyter told us that there will be a new version of the software in 2015 which is able to convert this format of language examples into a fully aligned table format. So, if there are mistakes in the number and type of corresponding boundary signs between morpheme line and gloss line, the conversion won't work correctly.

References

HARTMANN, I./ MARSCHKE, C. [ed. 2010] Hocąk Teaching Materials. Vol. 2. Text with Analysis and Translation and an Audio-CD of Original Hocąk Texts. Albany,NY.

HASPELMATH, M. [1993] A grammar of Lezgian (Mouton Grammar Library, 9) Berlin/ New York.