

Instructions for Contributors

1. Submitting an article for publication

Submit articles and reviews to the Editor in electronic form (preferably .pdf, eMail-attached), accompanied by one printout.

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Do not submit work that has been published previously or is simultaneously being submitted elsewhere.

The normal language of publication is British or American English.

Divide up your contribution as follows, using those words as headings which are capitalized and italicized in (1)–(10):

- (1) title of the article, or full bibliographical details of the book reviewed, followed by the name(s) of the author(s);
- (2) *Abstract* of not more than 100 words, followed by a handful of suggested *Keywords* (both in the case of articles only);
- (3) body of the work, including footnotes;
- (4) full *Correspondence Address*, snailmail and eMail;
- (5) *Acknowledgements* (if any are due);
- (6) *Abbreviations*, ordered alphabetically, as running text;
- (7) *Appendix* (e.g., for texts or the listing of a sample);
- (8) *References*;
- (9) special matter (figures, tables, maps, other artwork), to be inserted in the body of the work at typesetting;
- (10) any supporting electronic material not to be included in the printed version, but to be made permanently available online on *LT*'s website.

2. Peer review

All submissions to *LT* are peer-reviewed, with the average reviewing time 2–3 months.

3. Formatting and style

When your submission has been accepted, send an electronic text file to the Editor that can be used for copy-editing and typesetting, accompanied by a .pdf and one printout. Especially at this final stage, follow *LT*'s Instructions for Contributors meticulously (at <http://www.degruyter.de/files/down/ltStyleSheet.pdf>) and avoid anything liable to complicate copy-editing and typesetting from the text file (fancy formatting, unnecessarily complex tables, figures, artwork, unusual fonts for usual characters).

4. Proofs

Authors are asked to check their manuscripts *very carefully* before submitting them in order to prevent delays and extra costs at proofing. Authors will receive PDF proofs for correction which must be returned by dates given in the publication schedule.

5. Offprints

Upon publication, authors will receive electronic offprints (in PDF format) of their contribution. Guest editors of special issues will receive complimentary print copies of the issue.