Information for contributors

Language. All contributions should be in English. Contributors whose native language is not English should have their manuscripts gone through by a native speaker before submission.

Format. Contributions should be submitted as files on diskette or as attachments in e-mail, together with a printout made from your word-processing system. As regards other possible formats, consult the editors before submission of your manuscript.

Headings. The title of the paper should be followed by the author's name and academic affiliation. Sections and sub-sections should be numbered. Headings should **not** be singled out typographically (by boldface, capitalization, or the like).

Tables and figures should be numbered and titled (tables above and figures below). They should always be referred to by their number, **not** by expressions like "see the diagram below" or "in the following table". Tables and figures can be included in the main text file or submitted as a separate file (only black and white reproductions are possible). Drawings, graphs, and other illustrations must be reproducible originals.

Quotations. When quoting, use double quotation marks. Use single quotes *within* a quotation. Long quotations should be indented and given without quotation marks. Use single quotes for 'terms'.

Abbreviations. Periods should be used in abbreviations such as "e.g.", "i.e.", "cf.".

Examples should normally be numbered and set apart from the text following standard linguistic practice. Short examples in the running text (words or phrases) should be in italics.

Notes should be placed at the end of the paper. References to notes in the text should be indicated as follows: 1, 2, etc. (in superscript numbers, by using the word-processor function).

References should conform to standard linguistic practice. References in the text should follow this pattern: Francis (1979: 110) defines a corpus as "a collection of texts assumed to be representative of a given language, dialect, or other subset of a language, to be used for linguistic analysis". The list of references at the end of the paper should be presented as shown by these examples:

Altenberg, Bengt. 1984. Causal linking in spoken and written English. *Studia Linguistica* 38: 20–69.

Biber, Douglas. 1988. *Variation across speech and writing*. Cambridge: Cambridge University Press.

Renouf, Antoinette. 1987. Corpus development. In J. M. Sinclair (ed.). *Looking up: An account of the COBUILD Project in lexical computing*, 1–40. London and Glasgow: Collins ELT.

Tottie, Gunnel and Ingegerd Bäcklund (eds.). 1986. *English in speech and writing: A symposium* (Studia Anglistica Upsaliensia 60). Stockholm: Almqvist & Wiksell.

Authors should be given with their full first names, unless they always use the initials themselves.

Web addresses should follow the location format, e.g. http://www.abo.fi/fak/hf/enge/icle.htm, http://www.TeleNex.hku.hk.

Reviews. The heading of a review should contain the information shown in the following example:

Roger Garside, Geoffrey Leech and Geoffrey Sampson (eds.). *The computational analysis of English: A corpus-based approach*. London: Longman, 1987. 196 pp. ISBN 0-582-29149-6. Reviewed by Gunnel Källgren, University of Stockholm.

The editors are grateful for any information or documentation which is relevant to the field of concern of ICAME.