

LANGUAGE: MEANING AND FORM

These conference proceedings follow best practices in the ethics of scholarly publishing stated in the COPE's (Committee on Publication Ethics) Code of Conduct and Guidelines for all parties involved: Authors, Editors, Reviewers, and the Publisher; see <http://publicationethics.org/resources/code-conduct>.

PUBLISHING PRINCIPLES

1. Conference proceedings „Language: meaning and form” are published annually and cover a wide range of topics and approaches within current Latvian and general linguistics, including but not limited to grammar, pragmatics, semantics, cognitive linguistics and linguistic research methodology. The main aim of the proceedings is to bring together in one volume the various research results and theoretical developments that are presented each year at the international conferences and workshops organised by the Department of Latvian and General Linguistics of the Faculty of Humanities of the University of Latvia. The target audience of *Language: meaning and form* includes researchers, university lecturers, doctoral students and students at other stages of their training.
2. Articles are published in Latvian and English.
3. All articles are double-blind peer-reviewed.
4. Only articles of no more than 20 pages should normally be submitted for publication.
5. Formatting requirements. Please use Times New Roman size 12pt font and line spacing 1.5 lines throughout the text unless explicitly specified otherwise. The various components of the manuscript are to follow in the order shown below:
 - a) Article title in Latvian – centred, bold, 14pt.
 - b) Article title in English – centred, italic, bold, 14pt.
 - c) Author's (authors') name and last name – centred, bold, 12pt.
 - d) Author's (authors') affiliation, the full postal address of the affiliation, e-mail – centred, 12pt.
 - e) A summary of no more than 250 words in the language of the publication, 10pt.
 - f) 5–7 keywords in the language of the publication, 10pt.
 - g) Article's main text.

- h) A summary not exceeding 250 words in English (for articles in Latvian) or in Latvian (for articles in English), 10pt.
- i) A list of abbreviations and symbols may be included before the references. It is recommended to use the abbreviation style defined in the Leipzig Glossing Rules, see <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>.
- j) References.
6. In-text citations are enclosed in parentheses and include the author's last name in its original spelling, the year of publication and the page number preceded by a comma, e. g. (Paegle 2003, 148), (Nītiņa, Grigorjevs 2013, 305), (Biber et al. 2007, 211). When referencing two or more works by the same author in the same year the year should be followed by lower-case letters *a*, *b*, *c* to distinguish between the entries both in the in-text citation and the bibliography at the end of the paper, e. g. (Paegle 2003a, 148).
7. Quotations are enclosed in double quotation marks (not italicised) in the running text.
8. Language material in the text:
- a) Numbered examples are numbered with parenthesised Arabic numerals, e. g. (1), (2), (3), and where possible set off in a separate paragraph.
- b) All examples are italicised.
- c) Translations and explanations of examples are enclosed in single quotes immediately following the example, e. g. *hakkas õpetajaks* 'became a teacher' (Estonian);
- d) Examples from languages other than Latvian are glossed in accordance with the Leipzig Glossing Rules (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>).
9. Tables, diagrams, illustrations, etc. are numbered, given a caption and their sources are referenced if applicable.
10. Sources of language material etc. and references to theoretical literature are listed in two separate lists. Reference list entries are alphabetised by the last name of the first author / editor of each work. All and only works mentioned in the text must be included in the references.

a) **Books**

Paegle, Dzintra. 2003. *Latviešu literārās valodas morfoloģija*. I daļa. Rīga: Zinātne.

Grammars, dictionaries and other works containing contributions by many authors are cited by giving the last name(s) of the editor(s) or compiler(s). If there is no editor and there are more than three authors – by giving the last name of the first author followed by *et al.* (the same applies to in-text citations; book title abbreviations are to be avoided):

Nītiņa, Daina, Grigorjevs, Juris (red.). 2013. *Latviešu valodas gramatika*. Rīga: LU Latviešu valodas institūts.

Biber, Douglas et al. 2007. *Longman Grammar of Spoken and Written English*. London: Longman.

In order to cite a specific article or chapter from an edited multi-author volume use the following style:

Lauze, Linda. 2013. Mutvārdu teksta sintakse. *Latviešu valodas gramatika*. Nītiņa, Daina, Grigorjevs, Juris (red.). Rīga: LU Latviešu valodas institūts, 923–955.

b) **Articles**

Kvašīte, Regīna. 2004. Internacionālie lietišķie termini latviešu un lietuviešu vārdnīcās. *Linguistica Lettica*. 13. Rīga: LU Latviešu valodas institūts, 140–152.

c) Titles (also texts / examples / in-text citations) written in the Cyrillic alphabet are transliterated (see <http://translit.cc/>, for example).

11. Articles are to be submitted electronically as attachment files, in *Word*. An additional *PDF* copy may be attached if necessary.
12. Contact details of the editorial board:

The Department of Latvian and General Linguistics

Faculty of Humanities

University of Latvia

4a Visvalža Street

Riga, LV-1050

LATVIA

E-mail: andra.kalnaca@lu.lv

ilze.lokmane@lu.lv