Formatting Glosses and Linguistic Examples

Brill adheres to the **Leipzig Glossing Rules** for all its linguistics series. Please find the detailed guidelines here: http://www.eva.mpg.de/lingua/resources/glossing-rules.php

You are kindly asked to adhere to these rules for all your glosses as this is the only format Brill's typesetters work with. If you have a specific request concerning the layout of glosses and examples, please let the assistant editor know at an early stage.

An example of Leipzig Glossing:

hiba~hiba-'eye-ẽ	*urikay*	*mama'ĩ-ye*
give~give-3PL.OBJ-DECL	food	chicha-OBL

'They are distributing food and chicha among the guests.'

Note that SMALL CAPS are used for the morphosyntactic categories instead of CAPS. In summary, the following conventions apply:

- italics: to represent the original language in glosses
- roman: to represent the English translation in glosses
- roman words in single quotation marks: to represent the grammatically correct sentence based on the gloss consisting of original language and translation
- small caps: to represent the morpho-syntax categories
- bold: to emphasize words within glosses
- bold-italics: idem.
- underlining: preferably not to be used unless the above typographical items have already been used (an alternative could be the use of color).

Please format glosses in your word processor as tables. This saves the typesetters a lot of work and

also reduces possible errors during the typesetting process. The gloss example above has been formatted as a table with the borders removed. It is very important to note that if you prepare your glosses using regular spacing (using the space bar) or tabs, conversion will certainly cause mistakes and irregularities. This has to do with the conversion software and programming the typesetters use. Tables are the only means to make sure that spacing and alignment of the glosses are correctly portrayed in the page proofs. It will save you a lot of time both at the preparation stage and during proofreading. Also please keep in mind that the layout of the page proofs for your book will differ from your manuscript since typesetters adhere to the Brill house style. Your manuscript may perhaps look "messy" using the tables, but the result after conversion will be much cleaner and the "messy" look will be fixed automatically after conversion.

Formore tips on how to prepare glosses and linguistic examples, please see below.

Vertical alignment of linguistic examples (interlinear text). Please note that interlinear text

(linguistic examples) needs to be created by means of tables. In this way, a flawless conversion of your manuscript can be ensured. Using tabs or spaces to align interlinear text will lead to flaws as the typesetters need to make the alignment manually. Note that it would also require much more time from you: in case interlinear text is created using tabs or spaces, you will need to check every single tab of the alignment at the proof stage. In case you created the interlinear text of your manuscript by using tabs, note that they can easily be converted to tables by means of the table menu of Word ('Convert text to table').

An example of correct submission:

(1)	Les lions	ne	sont	pas	végétariens.
	Lions		are	not	vegetarians

Please, avoid line breaks as much as possible in your examples. Some suggestions to avoid them:

a. Use a small(er) font.
b. Use narrow cells.
c. Use narrow margins.
d. Keep in mind that a good-looking result on your computer screen is not a guarantee for a good result in the page proofs. The only requirement for good results is that all elements are correctly placed in separate cells.

An example of correct submission:

	Ich	arbeite	ein	Jahr	um	das	Geld	zu	verdienen,	das	dein	Bruder	an	einem	Wochenende	ausgibt.
(2)	I	work	one	year	to	the	money	to	earn,	that	your	brother	on	one	weekend	spends.

Where necessary, your examples will be broken into two lines to fit Brill's standard page layout. NB: As you can see in the above example, within their cell the words "Wochenende" and "weekend" do not fit on one line; Word automatically breaks them into two lines (without inserting a hard return). This is not a problem at all; in the proofs of your manuscript, words will automatically be kept on one line.

Alignment of special characters like number signs (#), asterisks (*), etc.
Brill has no preference for vertical alignment of special characters; please decide for yourself what suits your manuscript best. However, be consistent: Place the characters either in a separate cell or in the same cell as the word. Two examples:

(3)	a.	#	Des lions	ne	sont	pas	végétariens.
			Lions		are	not	vegetarians.

or

(3)	b.	#Des lions	ne	sont	pas	végétariens.
		Lions		are	not	vegetarians.

and

(4)	a.	Les lions	sont	?	végétariens.
		Lions	are		vegetarians.

or

(4)	b.	Les lions	sont	?végétariens.
		Lions	are	vegetarians.