Submitting Articles

Guidelines for contributions to *metaphorik.de*

We would like to ask you to follow the guidelines below:

1)   General Notes

Essays / Reviews

Essays should consist of between 5.000 and 10.000 words and are to be written in German, English, French, Italian, Catalan, Portuguese, or Spanish. Please use one of the following file formats: *.doc, *docx.

Please preface your contribution with an abstract written in the language of your contribution and an English abstract of no more than 150 words each.

Reviews can be submitted as either short reviews (maximum 750 words) or long reviews (maximum 2000 words).

2)   Layout, Formats and Outline:

Please do not use hyphenation in general.

Page Setup	top, right, left: 2.5 cm, bottom: 2.4, spacing: header 1.1, footer: 1.6
Header	Book Antiqua 11 pt, different first page, afterwards: odd pages author: short title; even pages: *metaphorik.de* No. / Year
Title	bold, 16 pt, line spacing: exactly 17 pt, spacing before 24 pt, spacing after 6 pt, centred
Author's name, University Affiliation (E-Mail)	bold, e-mail address not bold, spacing before 0 pt, spacing after 6 pt, line spacing multiple 1.2, centred
Abstract Text	11 pt, line spacing single, spacing after: 6 pt, justified

Headings	The text is structured according to the following scheme: 1., 1.1, 1.1.1 etc. If possible, please do not use more than three ordinal numbers.
Abstract, 1st and 2nd order headings	bold, 14 pt, left-aligned, line spacing multiple: 1.2, spacing before: 24 pt, spacing after: 6 pt, tab stop after number 1.0 cm
3rd order headings	bold, 13 pt, left-aligned, line spacing multiple: 1.2, spacing before: 24 pt, spacing after: 6 pt, tab stop after number: 1.25 cm
Standard text	13 pt, line spacing multiple 1.2, spacing after: 6 pt, justified. Please do not insert manual blank lines between paragraphs.
Lists	With bullet points (Tab stop after: 0.75 cm), justified, no space between bullet points, spacing after last bullet point: 6 pt
Quotations (shorter than three lines)	"Double quotation marks", quotations within quotations in 'single quotation marks', mark omissions in quotations with [...], provide sources in the continuous text according to the scheme author (Year: page; please with nonbreaking space between year and page). Example: According to Osthus (2000: 312), food metaphors ... (only titles mentioned are in italics without quotation marks, example: Haverkamp's *Theorie der Metapher* proves ...).
Quotations (longer than three lines)	13 pt, line spacing single, spacing after: 6 pt, indentation left and right 1.0 cm (no quotation marks)

Corpus evidence	Examples numbered consecutively, tab after numbering, special indentation hanging by 1.0 cm. Please mark relevant structures (metaphor lexemes) in italics and bold.

(1) Ich finde die heutigen Praktiken vieler Warenhäuser nicht gut. Die sagen: Heute kaufen und später bezahlen. Die Warenhäuser haben *gepfefferte* Raten, ansonsten würden sie es gar nicht machen (Medium, date).

Please bear in mind that it is important, especially for the understanding of metaphors, to open up a broader textual context in corpus evidence and not just to give isolated examples in a few words.

Tables and Illustrations	Please pay attention to readability when creating tables and illustrations. Figures should have a quality of at least 300 dpi.
	Tables and figures are numbered consecutively and include a caption (11pt, line spacing single, spacing before and after: 12 pt, centred).
	Insert the table in the desired place in your manuscript, but please note that the place may be slightly different after the final formatting. Therefore, always refer to the table/illustration number (e.g. "Table 4 shows...") and do not use sentences such as "The following table shows...".
Footnotes	11 pt, footnote numbers superscript Arabic and numbered consecutively, tab stop after footnote number at 0.5, no hanging indentation, spacing after 6 pt, line spacing: single

Bibliography	13 pt, line spacing: single, spacing after: 6 pt, special indentation hanging by 1.0 cm. The works should be arranged alphabetically, or chronologically in ascending order if there is more than one work by the same author. Please avoid imprecise page references (f., ff.). The corpus may be indicated separately.

Monographs/Edited Books:

Last name, First name ([if applicable] ed.) (Year): *Title*, Place: Publisher, [if applicable] Vol. X. In case of several authors/editors separation by /; ([if applicable] eds.).

Examples:

Meierbeer, Kunigunde/Schöller, Christian (eds.) (2000): *Metapher, Metonymie und Kontingenz*, Konstanz: Bodensee Verlag.

Ötker, Dagobert (2000): *Fressen und Gefressen werden. Onomasiologische Studien zu Nahrungsverben im Französischen und Spanischen*, Bonn: Rheinverlag.

Essays:

Last name, First name (Year): „Title", in: *Journal* Volume, [if applicable] Issue, page numbers.

Last name, First name (Year): „Title", in: last name, first name (ed.): *Title of book*, Place: Publisher, page numbers.

Examples:

Paukenschlag, Charlotte (2001): „Metaphern für Sprache", in: *Metaphor and Language* 23, 135-243.

Vorwerk, Karin (2001): „Produktnamen für Staubsauger im Französischen und Italienischen", in: Rumpelstilzchen, Hanna (ed.): *Produktnamen in der Romania*, Hamburg: Elbverlag, 100-119.

Sources from the Internet:

Please cite with address and date of last access.

Examples:

http://www.metaphorik.de/metaphernkiste (22.05.2002).

Corchado, Alfredo (2014): "Central American immigrants putting brakes on a dream", http://res.dallasnews.com/interactives/migrants/ (04.01.2019).

3)   Highlighting/Emphasising:

Italics	for titles of books and articles in journals or anthologies, for foreign-language terms, and emphasis (please use these sparingly).
Italics and bold	Metaphor lexemes, e.g. *Anglizismenflut*.
Small caps	Metaphorical concepts, e.g. SPRACHE ALS WASSER.
Double quotation marks (bottom/top)	for quotations in the text
Single quotation marks (bottom/top)	for quotations in quotations
Single quotation marks (top/top)	for word meanings (translations) and paraphrases/paraphrased definitions as well as for terms used in a specific sense (occasional uses, e.g. so-called 'pseudo-metaphors').
For contributions in English, please use double quotation marks at the top ("…") and single quotation marks at the top ('…'). For contributions in French, use French quotation marks: « … » or ‹ … ›, respectively. Please use the usual French spaces before and after quotation marks and punctuation marks. Please use the nonbreaking space for this purpose.	

4)   List of abbreviations to be used

cf.	compare/see
ed./eds.	editor(s) (Sg./Pl.)
et al.	and others
s.a.	without year
s.l.	without place
vol.	volume/volumes