Submission Guideline for *Finnisch-Ugrische Mitteilungen*

The initial manuscripts should be as little formatted as possible, this guideline should be followed.

General remarks
- Manuscripts are to be handed in in .doc/.docx format, additionaly a pdf can be handed in
- Indents at the beginning of a paragraph are not the be marked with a tab stop
- The en dash (–) is used to mark ranges, e.g. dates and page numbers, the hyphen (-) is not to be used for that
- Authors are asked to indicate their affiliation, position, postal and email adress

Fonts
- Default font is Times New Roman
- Charis SIL should be used for special characters.
- If the text contains a many special characters, it is useful to provide an additional pdf version of the paper

Title and abstract
- The title is to be in bold font
- After that the author's name(s) and the place (not university!) in parenthesis are to be given
- Abstracts are to be in either English or German
- Five keywords are to be given
- Section headings are to be bolded and consistently numbered.

Emphasis and foreign words
- All foreign words, highlighting, and emphasis are to be marked in italic
- Bold letters are only to be used for highlighting within italics and for headings
- FULL CAPS are only to be used for focal stress and abbreviations
- Underlining is only to be used for highlighting within examples

Quotations
- Double quotation marks are to be used for text quotations in the main text
- Quotations longer than three lines are to be separated from the main text with a blank line above and below without quotation marks.
- All quotations must have an appropriate reference to the source.

Listings
- Listings should not be indented. If numbered, please number as follows:
1.   or a.
2.   or b.
- Listings that run on with main text can be numbered in parentheses (1) …, (2) …, etc.

Examples and glosses
- Examples are to be numbered with Arabic numerals (1,2,3, etc.) in parentheses
- Examples are to be formatted as follows:

(1) Nganasan

taa   *sani*
reindeer.GEN   toy
'(the) toy of a/the reindeer.' (Quelle)

-   In case the paper lays its focus on one language, the name of the language does not need to be stated in every example
-   The first line of the example has to be italicized, morphemes are separated with hyphens in this line already
-   The interlinear glosses are to be aligned with line 1
-   Tab stops are to be used to adjust the words, not spaces
-   Examples are not to be given in tables
-   For the abbreviations, the Leipzig Glossing Rules are to be followed
-   A list of abbreviations is to be given at the end of the paper

Notes
-   Notes are to be kept to a minimum
-   Note indicators in the text are to appear at the end of sentences and follow punctuation marks

Tables and figures
-   Tables and figures are to be numbered.
-   Tables are to be formatted as tables in the paper, not as a picture of a table

References
-   References in the text are to be given the following way: Hajdú (1970: 136)
-   All references in the text are to appear in alphabetical order the references section
-   Patronymics, second names, etc. are not to be given, first names must be given fully
-   The Cyrillic form of names can be indicated in square brackets
-   The name of the author is to be written fully even if more publications from the same author appear in the reference section
-   For publications with more than one author, only the first author is to be given in the form surname, first name, the others authors are to appear in the form first name surname and are to be separated with a −
-   The References section should be formatted as follows:
    o   For Monographs
        Name, Surname Year of publication: *Title*. Place of publication: Publisher.

        Payne, Thomas E. 1997: *Describing morphosyntax*. Cambridge: CUP.

        Helimski, Eugen [Хелимский, Евгений] 1982: *Древнейшие венгерско-самодийские языковые параллели*. Москва: Наука.

    o   For Journal
        Name, Surname Year of publication: Title. *Journal*, Pages.

        Honti, László 1979: Az ugor nyelvek jellemző vonásai. (Észrevételek az ugor egység kérdéséhez.). *Nyelvtudományi Közlemények* 81, 225–245.

- Articles/papers in edited volumes

  Name, Surname Year of publication: Title. In Name, Surname (ed.): *Title*. Place of publication: Publisher, Pages.

  Honti, László 1998: Obugrian. In Abondolo, Daniel (ed.): *The Uralic languages*. London – New York: Routledge, 327–357.

(Version: September 2018)