

## 1. Manuscript Submission

We prefer manuscripts submitted in word processing packages such as Open Office Writer MS Word, or Rich Text Format – font size 12; 1,5 space. We appreciate any efforts that you make to ensure that the language is corrected before submission. This will greatly improve the legibility of your paper if English is not your first language.

For the purpose of reviewing, articles for publication should initially be submitted to:

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## 2. Reviewing Procedure

Each submitted manuscript will be reviewed by an anonymous reviewer. Authors are therefore requested to place their name and affiliation on a separate page.

## 3. Illustrations

You are expected to submit the electronic versions of your figures. If you have figures in the text, the preferred format is TIFF, EPS, PS or PDF. Be aware that we may not be able to use other file formats and that the hard copy may have to be scanned instead. For vector graphics, the preferred format is EPS. For bitmapped graphics, the preferred format is TIFF. The following resolutions are optimal: line figures - 600 - 1200 dpi; photographs - 300 dpi; screen dumps - leave as they are. Colour figures may be submitted in the RGB colour system. Figures should be saved in separate files. Figure legends should be included in the text file. Proper placement of the figures should be clearly marked.

## 4. Manuscripts Presentation

The volume's language is English. **British English** spelling and vocabulary should be used. Quotations and examples of more than 40 words should be set off clearly, either by indenting the left-hand margin or by using a smaller typeface (font size 10). Use double quotation marks for direct quotations and single quotation marks (not Italics) for quotations within quotations and for words or phrases used in a special sense.

Number the pages consecutively with the first page containing:

- running head (shortened title)

- article type
- title
- author(s)
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- full address for correspondence, including telephone and fax number and e-mail address

Abbreviations should be explained at first occurrence.

First-, second-, and third-order headings should be clearly distinguishable.

Supplementary material should be collected in an Appendix which comes before the Notes and Reference sections.

Please use **endnotes**, and if possible, explain the notions inside the text itself. Bibliographic information should be listed in a separate Reference section (see 'References' for further information). Notes should be indicated by consecutive superscript numbers in the text.

In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses and page number(s) where appropriate. When there are more than two authors, only the first and second author's name should be mentioned, followed by 'et al.'. In the event that the author cited has had two or more works published during the same year, the citation and the reference should contain a lower case letter like a and b after the date to distinguish the works. Examples:

(Loorits 1949: 122)

(Loorits, 1932a)

(Loorits 1932; Viires, Vahtre et al. 1994)

(Poikalainen & Ernits 1992)

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References.

## References

References to books, journal articles, articles in collections and conference or workshop proceedings should be collected in a list at the end of the paper and listed in the alphabetical order following the style below. Articles submitted for publication should be included in the Reference list with 'in Press' label. Articles in preparation, personal communications, unpublished observations, etc. should not be included in the Reference list but should only be mentioned in the article text (e.g., A. Moor, personal communication). Title of the publication should be in lower case, no capitalization of each word is required. Some examples:

**Bakhtin, Michail 1968. *Rabelais and his world*. Cambridge, Mass: M.I.T. Press.**

References to essays in an edited collection should include the author's name; year of publication; title of essay; editor's name; title of volume in italics; place of publication; publisher. For example:

**Doherty, William J. 1997. The best of times and the worst of times: Fathering as a contested arena of academic discourse. In: A. J. Hawkins & D. C. Dollahite (eds.) *Generative fathering: Beyond deficit perspectives*. London: Sage Publications.**

References to essays in (conference) proceedings should include the author's name; year of publication; title of essay; editor's name (if any); title of proceedings in italics; publisher and/or organization from whom the proceedings can be obtained; place of publication; first and last page numbers. For example:  
Piirainen, Elisabeth 2010. Common features in the phraseology of European languages: cultural and areal perspectives. In: J. Korhonen et al. (eds.) *Phraseologie global – areal – regional. Akten der Konferenz EUROPHRAS 2008 vom 13.–16.8.2008 in Helsinki*. Tübingen: Gunter Narr, pp. 15–27.

References to articles in periodicals should include the author's name; year of publication; title of article; full title of periodical in italics; volume; number where appropriate; first and last page numbers. For example:

Beck-Gernsheim, Elisabeth 1998. On the way to a post-familial family: From a community of need to elective affinities. *Theory, culture & society*, Vol. 15, No. 33, pp. 53–70.

References to technical reports or doctoral dissertations should include the author's name; year of publication; title of article in italics; institution; location of institution. For example:  
Laineste, Liisi 2008. *Post-socialist jokes in Estonia: continuity and change*. *Dissertationes Folkloristicae Universitatis Tartuensis* 12. Tartu: Tartu University Press.

If a publication is available online, please refer to that after the reference, for example:  
Available at [http://haldjas.folklore.ee/~kriku/HUUMOR/KRIKMANN\\_ATU\\_ready.pdf](http://haldjas.folklore.ee/~kriku/HUUMOR/KRIKMANN_ATU_ready.pdf), accessed in Dec 2008.

Translate titles that are in languages other than English, German or French into English, putting the translation into square brackets, for example:

Matto, Gustav 1916. Vanavara korjamine 1915. a. [Heritage Collection 1915.] *Eesti Rahva Muuseum 1915. Eesti Rahva Muuseumi väljaanne nr.12*. [Estonian National Museum 1915. Publication of the Estonian National Museum No. 12.] Tartu.

## Figures

All photographs, graphs and diagrams should be referred to as 'Figures' and they should be numbered consecutively (1, 2, etc.). Multi-part figures ought to be labeled with lower case letters (a, b, etc.). Please insert scale bars directly in the figures. Relatively small text and great variation in text sizes within figures should be avoided as figures are often reduced in size. Figures may be sized to fit approximately within the column(s) of the journal. If necessary provide a detailed legend (without abbreviations) to each figure under the figure.

## Tables

Each table should be numbered consecutively (1, 2, etc.). Explanatory footnotes of the tables should be placed immediately below the table, after the table caption.